This publication implements AFPD 90-2, *Inspector General - The Inspection System.* It applies to wing level Operations Group CCs and lower echelons. This Mission Performance Standards supports guidance in the following: Joint Pub's 3-50.2, 3-50.21; USCINCPACINST 3140.1 W, Air Force Policy Directive 16-12; Air Force Doctrine Document 2-1.6; AFIs 10-201, 10-205, 10-207, 10-210, 10-229, 10-1101, 10-1102, 11-2MDS Vols 1-3, 11-202, Vols 1 and 2, 11-301, 11-401, 11-402, 11-403, 11-410, 11-412, 11-415, 11-418, 13-212, Vol. 1 and 2, 13-217, 15-180, 16-1202, 16-1203, 16-1204, 21-103, 21-112, 31-401, 33-202, 33-328, 36-2201, 36-2217, 37-138, 37-139; AFMAN's 10-206, 11-210, 15-111, 15-124, 15-125, 15-129, 23-110, 36-2108, 36-2234, 36-2247, 37-123, 37-139; AFTTP's 3-1, 3-3; AFPAM 10-709V1CD; AFPD 31-4; PACAFIs 10-202, 10-205, 10-207, 10-210, 10-2101, 11-301, 15-103, 16-1201, 16-1205, 21-165; ACCR 50-31; DoD 5200.1-R , DODI 3020.37, DoD FMR 7000.14-R, DoD Flight Information Publications (FLIP), Flight Information Handbook, FAA Handbook, ISPR 5200.1R; 3020.37; DFAS-DEM 177-373; FAAH 7110.10; FMH-7A-C, 11A-D, CFETP1C0X2. Selected paragraphs of this publication do not apply to Air National Guard (ANG) units and members. Does not apply to AFRC units. *Inspection items deemed critical to the proper operation of the sub-functional areas and requiring special vigilance are identified by the number symbol (#) and are mandatory inspections items.*

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use these directories in conjunction with the annual Unit Self Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

SUMMARY OF REVISIONS

Functional OPRs have been assigned for each paragraph. Paragraphs **A1.1.** (Host Aviation Resource Management), **A1.2.** (Squadron Aviation Resource Management), **A1.7.** (Range Operations), **A1.10.**

(Scheduling), **A1.14.** (Aircrew Ops and Training), and **A1.16.** (Command and Control), have been substantially revised. Source references have been updated.

1. *Authorized release of Word (.doc) file can <u>only</u> be acquired by contacting the appropriate OPR directly.*

GARRY R. TREXLER, Major General, USAF
Director of Air & Space Operations

Attachment 1

OPERATIONS MISSION PERFORMANCE CHECKLIST

A1.1. HOST AVIATION RESOURCE MANAGEMENT (AFI 11-401, CFETP 1C0X2) (OPR: PACAF/DOTT)

A1.1.1. Did the WG/OG Commander appoint in writing the senior 1C0X2/1C000 as Functional Manager for the career field? (AFI 11-401, para 2.17)

A1.1.1.1. Does the Functional Manager manage 1C0X2 assignments throughout the wing?

A1.1.1.2. Does the Functional Manager perform an annual SAV for each squadron, including geographically separated units?

A1.1.1.3. Does the Functional Manager monitor all assigned 1C0X2's qualification and proficiency on the job training (OJT)? (1C0X2 CFETP)

A1.1.1.3.1. (#) Does the HARM certify all required core tasks items in flight records before upgrading individuals to 5 or 7-skill level? (1C0X2 CFETP)

A1.1.1.4. Is AFORMS security access and administration of users ID's being managed properly?

A1.1.2. Did the HARM coordinate a support agreement with tenant flight management functions having direct access to AFORMS?

A1.1.3. Does the HARM act as wing focal point for aviation service actions for upward reporting?

A1.1.4. Are AOs prepared to validate individual qualification or disqualification for aviation and parachute service? (AFI 11-401, para A3.1.1.)

A1.1.4.1. Does the HARM notify the MAJCOM and HQ AFMPC/DPMROY of a FEB? (AFI 11 402, A16)

A1.1.4.2. Does the HARM office publish an order appointing the FEB members and an AO assigning ASC 04? (AFI 11-402, para 4.7.1.1.2)

A1.1.4.3. (#) Does the HARM comply with required procedures when the following permanent disqualification actions occur: (AFI 11-402, paras. 3.7.,5.8. & 7.8.)

A1.1.4.3.1. A Flight Evaluation Board (FEB)?

A1.1.4.3.2. Voluntary disqualification request?

A1.1.4.3.3. Fear of flying?

A1.1.4.3.4. Transfer to other than the line of the Air Force?

A1.1.4.3.5. Substantiated drug abuse?

A1.1.4.3.6. Failure to maintain professional standards?

A1.1.4.3.7. Failure to satisfactorily perform jump duty?

A1.1.4.3.8. Other HQ USAF action?

A1.1.4.4. (#) Does the HARM comply with required procedures when the following requalification actions occur: (AFI 11-402, paras. 3.8., 5.10. & 7.10.)

A1.1.4.4.1. Medical recertification?

A1.1.4.4.2. Re-enrollment in USAF Survival School?

A1.1.4.4.3. Conscientious Objector Status/Noncombatant Status?

A1.1.4.4.4. PRP?

A1.1.4.4.5. Pilot-physician Status?

A1.1.4.4.6. Failure to successfully transfer to other than the Line of the Air Force?

A1.1.4.4.7. Returning to active duty in a non-rated capacity?

A1.1.4.4.8. Completion of Humanitarian Requalification?

A1.1.4.4.9. Removal of impediment to parachute duty?

A1.1.5. Does the SARM notify PACAF/SG when time between flights exceeds 60 days? (AFI 11-202, Vol. 1, para 4.12, table1, note 4)

A1.1.6. Does the HARM monitor and ensure the proper FAC and ASC are assigned for all assigned and attached fliers? (AFI 11-401, para 2.17.4.)

A1.1.7. (#) Does the HARM monitor and ensure the correct API is assigned to each rated and CEA position? (AFI 11-401, para 2.1. table 2.1.)

A1.1.8. Does the HARM comply with either the Aviation Career Incentive Active Act of 1974 or Aviation Career Improvement Act of 1989, as appropriate, to determine the correct TSCs for tracking OFDA requirements? (AFI 11-401, para 2.5. tables 2.7. & 2.8., notes 2-5)

A1.1.9. Does the HARM ensure each rated officer is assigned a TSC? (AFI 11-401, para 2.5., tables 2.7. & 2.8.)

A1.1.10. (#) Does the HARM ensure that no aircrew member is allowed to remain with a flying status code (FSC) of "S" or an ASC of "04" beyond 180 days without being disqualified for aviation service, returned to flying, or reassigned to non-flying, unless a valid reason approved by MAJCOM/DO? (AFI 11-401, para 1.3.2. & 1.4.1.7.)

A1.1.11. Does the HARM authenticate AOs? (AFI 11-401, A3.1.5.)

A1.1.11.1. Are AOs numbered sequentially, starting with number one for each fiscal year? (AFI 11-401, A3.3.1.1.)

A1.1.11.2. Does the HARM annotate on the first AO of the new fiscal year with the last AO number of the previous fiscal year? (AFI 11-401, para A3.3.1.1.)

A1.1.11.3. Is the record set of AOs published during the fiscal year accounted for, from the first order through the last order for that fiscal year? Is a separate log accounting for each AO number published? (AFI 11-401, A3.3.1.1.1.)

A1.1.11.4. Does the HARM maintain a separate file of background material for each AO for a given fiscal year? (AFI 11-401, A3.3.1.1.2.)

A1.1.11.5. Are AOs prepared correctly for all individuals for whom flight records maintenance responsibility has been established? (AFI 11-401, A3.3 & A3.4.)

A1.1.12. Does the HARM publish AOs IAW AFI 11-401? (AFI 11-401, A3.2.)

A1.1.12.1. Start/End member's requirement to perform operational flying duty?

A1.1.12.2. Direct/record changes to ASC and incentive pay entitlement?

A1.1.12.3. Establishment of a TSC?

A1.1.12.4. Establish/terminate member's requirement to perform regular/frequent flight as a crew member/operational support duties?

A1.1.12.5. Direct/record changes to ASC/incentive pay entitlements?

A1.1.12.6. Establish/terminate member's requirement to perform parachute jump duties?

A1.1.13. Award basic/advanced authorized rating/badges? (AFI 11-401, A3.2.3.)

A1.1.14. When publishing a single action AO affecting several members, does the HARM ensure the action is exactly the same for each member? (AFI 11-401, A3.3.4.)

A1.1.15. Does the HARM ensure that AOs published directing several actions on an individual have the same effective and termination dates? (AFI 11-401, A3.3.5.)

A1.1.16. If an order amends or revokes a previous order, does the remarks section include a statement of action and the AO number, publishing organization, and the date of the order being amended or revoked? (AFI 11-401, A3.1, item 1)

A1.1.17. Are AOs amended only to correct minor administrative errors such as erroneous SSAN, improper grade, and so forth, and only when the amendment does not affect the intent of the original order? (AFI 11-401, A3.3.6.1.)

A1.1.18. Are AOs revoked when they are void and without effect from the beginning? (AFI 11-401, A3.3.6.3.)

A1.1.19. Does the HARM post each amendment or revocation to the record set in ink on the left-hand side of the affected AO? (AFI 33-328)

A1.1.20. Does the HARM provide a copy of the AO to the MPF when the AO terminates aviation service for non-CEA enlisted aircrew? (AFI 11-401, A3.4.3.)

A1.1.21. Does the HARM distribute AOs affecting aviation service action/keep all required support background documentation? (AFI 11-401, A3.3. and table A3.2.)

A1.1.22. (#) Does HARM validate flying requirements of specific aircrew position identifier (API) codes 5,6,8? (AFI 11-401, table 2.1., notes 3 and 4)

A1.1.23. (#) Does HARM confirm man-years have been allocated to validate operational support flyer requirements? (AFI 11-402, para 1.6.1.2.)

A1.1.23.1. Does the HARM receive and review operational units' requests for man-years and forward it to the MAJCOM by 15 June? (AFI 11-402, para 6.7.1.1.)

A1.1.23.2. (#) Prior to preparing an AO, does the HARM confirm man-years are available in the applicable DAFSC and many-years or man-months have been allocated? (AFI 11-402, para 6.4. & 6.7.2.1.)

A1.1.23.3. When an AO expires, does the HARM remove the member from aviation service and assign ASC 06? (AFI 11-402, para 6.6.3.3.)

A1.1.23.4. When applicable, does the HARM forward supplemental request to the MAJCOM/DO? (AFI 11-402, para 6.7.2.2.)

A1.1.23.5. Does the HARM report excess man-years from the previous fiscal year to the MAJCOM/DO by 15 October? (AFI 11-402, para 6.7.2.3.)

A1.1.24. Does the HARM confirm the award of the authorized basic and advanced ratings and badges? (AFI 11-402, chapters 7 &8)

A1.1.25. Does the HARM office that maintains an officer's FRF publish AOs to award basic and advanced ratings in a timely manner? (AFI 11-402, para 2.7.)

A1.1.26. Does the remark section of the AO published contain the criteria in table 2.1.which qualifies the individual for an advanced rating? (AFI 11-402, para 2.7.)

A1.1.27. Do AOs awarding aviation badges contain specific criteria in AFI 11-402, paragraphs 8.4.3., 8.4.4., or table 8.1., whichever qualifies individuals for award of a badge? (AFI 11-402, para 8.5.)

A1.1.28. Does the HARM receive applications for permanent award of aircrew member badges, verify eligibility requirements, and process the applications IAW table 8.1.? (AFI 11-402, para 8.4.4.)

A1.1.29. Does the HARM submit requests for advanced aeronautical ratings on flight surgeons? (AFI 11-402, table 2.1., note 8)

A1.1.30. Do enlisted aircrew members receive 120 days notification before involuntarily terminating their service? (AFI 11-402, paras. 5.6 & 5.7.)

A1.1.31. Does HARM validate and review AFORMS products requiring aviation service action for personnel on flying or jump status? AFI 11-402, paras. 1.6.1.2. & 7.11.)

A1.1.32. Does the HARM ensure the accuracy of the database prior to the interface of the HORIS report?

A1.1.33. Did the HARM develop procedures to ensure the correct preparation and processing of military pay orders (MPO)? (AFI 11-401, para 3.1.3.)

A1.1.33.1. Is the DD Form 114, military pay order, used for publishing an MPO when preparation of an AO is not required?

A1.1.33.2. Does the HARM normally prepare MPOs and maintain a record of all transactions? (AFI 11-401, para 3.1.3.)

A1.1.33.3. Are MPOs accomplished correctly for all members entitled to ACIP, CEFIP, HDIP or parachute duty pay? (AFI 11-401, para 3.1.3.)

A1.1.33.4. (#) Does the HARM validate each MPO transaction on the JUMPS transaction input against their MPO suspense file?

A1.1.34. (#) Does the HARM monitor the flying pay entitlement for all individuals receiving conditional ACIP or HDIP?

A1.1.34.1. Is the Flying Pay Control Document or a suitable substitute used to compute flying pay entitlement for conditional fliers?

A1.1.34.2. Does the HARM coordinate with the AFO on a semi-annual basis the flying pay entitlements by utilizing the verification RIP produced by the AFO?

A1.1.34.3. Is the ACIP Entitlement Status Notification Letter sent to rated crew members to notify them that their entitlement to ACIP will terminate or change from continuous to conditional within the next 3 months?

A1.1.34.4. Does the flight pay monitor use primary, secondary, instructor or evaluator time logged on the AFTO 781 to qualify a member for flight pay entitlement? (AFI 11-401, table A2.3.)

A1.1.35. Does the member's unit provide a certified copy of the AF Form 922 to the HARM office?

A1.1.36. (#) Does the HARM validate the medical clearance and completion of the physiological training for active and inactive members? (AFI 11-402, para 1.10.1)

A1.1.37. Does the HARM have procedures to ensure members complete initial clearance prior to first flight/jump? (AFI 11-401, para 1.5.6.)

A1.1.38. Do individuals sign out AF Form 1042 and AF Form 702 prior to attending physiological/ centrifuge training and upon completion return forms to the HARM within 5 duty days? (AFI 11-401, para 1.5.8.)

A1.1.39. Does the flight surgeon's office notify the HARM of completed physical examinations or changes in medical status? (AFI 11-401, para 2.17.3.1. & 2.17.3.2.)

A1.1.39.1. (#) If a member fails to maintain medical certification, does the HARM publish an AO assigning ASC 04? (AFI 11-402, para 3.7.2.2. & 5.9.2.)

A1.1.39.2. Has a suspense file been established for AF Forms 1042 that place members in DNIF status?

A1.1.39.3. Are DNIF 1042's maintained in a suspense file until another AF Form 1042 is received to either remove the DNIF status or to permanently disqualify the member?

A1.1.39.4. If disqualification action is required, does the HARM annotate the AF Form 1042 with the AO number that disqualified the member and file the AF Form 1042 on top of the most recent flight physical in the FRF?

A1.1.39.5. Does the flight surgeon office inform the HARM if an officer should remain medically qualified even if medical certification may expire? (AFI 11-401, para 2.17.3.2.)

A1.1.40. Does the HARM maintain all active, inactive and disqualified rated and non-rated aircrew, operational support, or parachute flier's FRF or jump record folder? (AFI 11-401, paras. 1.5.5., 2.17.2. & 3.1.)

A1.1.41. Are members assigned parachute duty when designated a UMD position that requires active jump status ("J" prefix AFSC or AFSC 1C2X1, 1T2X1, 13DX)? (AFI 410, para 2.11.)

A1.1.42. Have procedures been established between the HARM/SARM to collectively provide the necessary data in case of a flight mishap?

A1.1.42.1. When notice of an aircraft incident is received are all outstanding AFTO Form 781s processed in AFORMS?

A1.1.42.2. Does the HARM run an Aircraft Accident Report and provide it to the officer in charge of the Aircraft Accident Investigation Board?

A1.1.43. Have local aircrew in/out processing checklists been developed by the HARM, and are they in use?

A1.1.44. Are flight record reviews for active personnel accomplished within 30 days after arrival at their new duty station? Annually, during the 120 day period preceding the end of a member's birth month? (AFI 11-401, para 1.5.5.)

A1.1.45. Are flight record reviews for inactive personnel accomplished no later than 120 days after arrival at their new duty station? Within 120 days of departure? (AFI 11-401, para 1.5.2.1.)

A1.1.46. Does the HARM brief to aircrew members before leaving for their new duty station to turn in their FRF/JRF to the proper HARM office? (AFI 11-401, paras. 1.5.4. & 1.5.5.)

A1.1.47. Does the HARM develop procedures to ensure proper assignment of crew positions codes and training tables? Is the SARM involved?

   A1.1.47.1. Does the HARM develop procedures to ensure accurate and timely processing of flying hour and flying training accomplishments into AFORMS?

A1.1.48. Does the HARM establish a comprehensive 1C0X2 qualification and proficiency training program for all 1C0X2 duties within their wing?

A1.1.49. Does the HARM discontinue crediting OFDA months accumulated past the 18th year of aviation service toward entitlement to continuous ACIP? (AFI 11-402, para 2.6.2.3.)

A1.1.50. Does the HARM audit OFDA for aircrew with less than 18 years of aviation service annually?

A1.1.51. Are the following items circled on the Aviation Service Audit Worksheet:

   A1.1.51.1. First entry of OFDA?

   A1.1.51.2. Last entry of OFDA?

   A1.1.51.3. OFDA gate 12?

   A1.1.51.4. OFDA gate 18?

   A1.1.51.5. Total months of OFDA accumulated as of 30 September 1991?

A1.1.52. Does the HARM maintain FRF/JRFs for all assigned, tenant and attached personnel who are ordered to take part in regular and frequent flights as active or inactive aircrew, operational support, or parachute members? (AFI 11-401, para 3.1.2.1.1.)

A1.1.53. After maintaining FRF/JRFs for disqualified aircrew members and parachutists (entitlement status 0) for 5 consecutive years, is the record returned to the member? (AFI 11.401, para 3.1.2.1.2.)

A1.1.54. Is the FRF/JRF constructed properly?

   A1.1.54.1. Are the following documents filed on the left side of the FRF:

      A1.1.54.1.1. AOs, special orders, or AF Form 2095s?

      A1.1.54.1.2. AF Form 1042?

      A1.1.54.1.3. AF Form 702?

      A1.1.54.1.4. AF Form 142?

      A1.1.54.1.5. Aviation Career Incentive Act Documents?

      A1.1.54.1.6. Memo for records or other documents?

A1.1.54.1.6.1. Is a memo for record prepared and filed on the left side detailing the actions taken and reasons, if known, that the document is missing?

A1.1.54.2. Are the following documents filed on the right side of the FRF:

A1.1.54.2.1. Individual Flight Record (IFR)?

A1.1.54.2.2. Flying History Report (FHR)?

A1.1.54.2.3. 30 Sep 91 and most recent Individual Data Summary (IDS)?

A1.1.54.2.4. USAF Flight Record Master?

A1.1.54.2.5. Individual Aviation Service Data and Computation Sheet?

A1.1.54.2.6. ACIP Entitlement Status Letter?

A1.1.54.3. Does the HARM maintain the jump record folder (JRF) for all personnel assigned to jump duty? (AFI 11-410, para A3.2.1.)

A1.1.54.3.1. Are the following documents filed on the left side of the JRF?

A1.1.54.3.1.1. Jump duty AOs?

A1.1.54.3.1.2. Assignment order for jump status?

A1.1.54.3.1.3. Copies of previous jump orders?

A1.1.54.3.1.4. AF Form 1042?

A1.1.54.3.1.5. AO awarding rating?

A1.1.54.3.1.6. Course certificates including upgrade to jump master? (AFI 11-410, para A3.4.)

A1.1.54.3.1.7. Documentation supporting ASD/OSD changes?

A1.1.55. Does the HARM receive and maintain a copy of the Application for Parachutist Badge Letter in the JRF? (AFI 11-402, para 7.4.2.)

A1.1.56. Does the HARM ensure that the AF Form 922 is properly completed and filed in the JRF? (AFI 11-410, para 2.3.4.)

A1.1.57. Does the HARM ensure that the JRF is review annually? (AFI 11-401, para 1.5.2.)

A1.1.58. Does the HARM ensure all Higher Headquarters reports are done properly and delivered on a timely basis?

A1.1.59. (#) Has the HARM established procedures to ensure commanders do not double billet aircrew members in excess of 90 days, IAW AFI 11-412? (AFI 11-401, para 1.4.2.1.)

A1.1.60. Are category flying waiver codes and dates entered into AFORMS accurately?

A1.1.61. Is the DAFSC for non-rated Crewmembers: Officer and Enlisted entered in the remarks section of the AO? (AFI 11-401, para 2.12.1.2.1.)

A1.1.62. Is the data from the FRF/JRF protected against unauthorized disclosure? (AFI 11-401, para 3.1.5.)

A1.2. SQUADRON AVIATION RESOURCE MANAGEMENT (AFI 11-2 MDS-Specific, Vol. 1; AFI 11-202, Vol. 1.) (OPR: PACAF/DOTT)

A1.2.1. Have local in/out processing checklists been developed by the SARM, are they in use?

A1.2.2. Are required reference publications maintained within the office, or can they be readily accessed?

A1.2.3. Are AFORMS products and forms maintained and disposed IAW AFI 37-138 and AFMAN 37-139? (AFI 37-138, table 3.1, AFMAN 37-139, table 10-6, rule 4; table 11-5, rule 1; table 13-8, rules 33, 34, 38; table 13-10 & notes; tables 36-44, rule 6)

A1.2.4. Has the SARM developed procedures to ensure proper assignment of crew position codes, training profiles, and training tables?

A1.2.5. Does the SARM ensure a qualified individual audits the unit's AFTO Form 781 for accuracy and legibility prior to input into AFORMS? (AFI 11-401, para A2.3.4.2.)

   A1.2.5.1. Have procedures been established for the collection of the AFTO Form 781? (AFI 11-401, para A2.3.4.1.)

   A1.2.5.2. Is the original copy of the AFTO Form 781 returned to the HARM that services the unit to which the aircraft is assigned? (AFI 11-401, para A2.3.4.3.)

A1.2.6. Are AFTO Form 781s completed IAW AFI 11-401, table A2.1?

A1.2.7. Does the individual's HARM office receive an extract copy of the original AFTO Form 781 within 5 workdays? (AFI 11-401, para A2.4.)

   A1.2.7.1. Is the required information annotated on the data extract AFTO Form 781? (AFI 11-401, para A2.4.2.)

A1.2.8. Is the AF Form 3520 utilized as an authorized replacement for the extract form when appropriately filled in and certified? (AFI 11-401, para 2.4.5.)

A1.2.9. Are members who are not currently on AO's listed on the passenger manifest? (AFI 11-401, para 1.6.2.2)

A1.2.10. On the AFTO Form 781, did the date of flight match the Greenwich Mean Time date? (AFI 11-401, table A2.1, item 1)

A1.2.11. Does the SARM use the correct Program Element Identifier (PEID) code in item 8 of the AFTO Form 781? (AFI 11-401, para A2.3.4.3.)

A1.2.12. Does the flight authorization duty code match the flight authorization order's duty code for that mission? (AFI 11-401, table A2.1, item 21)

A1.2.13. Does the SARM provide maintenance a copy of the AFTO Form 781 when changes occur after the form has left their office?

A1.2.14. Does the SARM have established procedures for ensuring the mission symbol on the AFTO Form 781 is accurate for maintenance reporting? (AFI 11-401, table A2.2; AFI 21-103, para 2.28)

A1.2.15. (#) Has the SARM developed procedures to ensure accurate and timely processing of flying hour and flying training accomplishments into AFORMS?

A1.2.16. Does the SARM perform a line-by-line audit of the AFTO Form 781-daily flying activity inputs?

A1.2.16.1. Is the Flying Time Update Summary checked against the AFTO Form 781 and/or the AF Form 3520?

A1.2.17. Does the SARM credit training requirements when "other" time is logged on the AFTO Form 781?

A1.2.18. Does the SARM perform a line-by-line audit of the training update transactions inputs?

A1.2.19. (#) Does the SARM track Flight Surgeon training requirements? (AFI 11-202, Vol. 1, para 4.12.)

A1.2.20. Are current AFORMS products posted, or are available upon request, for assigned, attached, operational support, or parachute members to review prior to being placed on the flying schedule? (AFI 11-202, Vol. 1/PACAF1, para 4.2.3 & 4.2.3.1.)

A1.2.21. Is the Wing Training/Unit training office using standard Air Force training event identifiers in AFORMS? (AFI 11-401, table 2.4.)

A1.2.22. (#) Has the Wing Training/Unit training office developed training profiles IAW applicable MDS specific training instructions?

A1.2.23. Does the SARM prorate in direct proportion to the number of days of non-availability? (AFI 11-202, Vol. 1, para 4.5.)

A1.2.24. Does the SARM have operating instructions for GO/NO-GO procedures and flight authorization preparation? (AFI 11-202,Vol 2, para 6.4.)

A1.2.25. Are procedures established to ensure that aircrew members who fail to successfully complete the required flight physical examinations , are not allowed to perform flight duties? (AFI 11-402, para 3.7.2.2. & AFI 11-401, para 1.10.1.)

A1.2.26. Are procedures established to ensure that aircrew members who fail to successfully complete physiological training, are not allow to perform flight duties? (AFI 11-401, para 1.10.1.)

A1.2.27. Does the SARM list all grounding items on the products for review prior to flight? (AFI 11-202, Vol. 1, para 4.1.4. & MDS-specific AFI 11-2, Vol 1)

A1.2.28. Does the SARM contact the Flight Surgeons Office daily and pass the information to the squadron schedulers on DNIF/Return to Flying status crewmembers?

A1.2.29. Do Commanders issue written flight authorizations documenting Air Force aircraft flights? (AFI 11-401, para 1.8.)

A1.2.30. Is an aircrew member who is not assigned to a base or MAJCOM, formally attached by letter to the unit? (AFI 11-401, para 2.20.)

A1.2.31. Do unit supervisory level personnel sign flight authorizations? (AFI 11-401, para 1.8, note 1)

A1.2.32. Do the flight authorizations have the minimum required items? (AFI 11-401, para 1.8.1.)

A1.2.33. Are flight authorizations kept on file for the required period? (AFM 37-139, table 13-10)

A1.2.34. (#) Does the SARM provide AFORMS-produced products, as needed, to squadron personnel? (AFI 11-202, Vol. 1/PACSUP1, para 4.2.3.)

A1.3. LIFE SUPPORT EQUIPMENT (PACAFI 11-301) (OPR: PACAF/DOTT)

A1.3.1. (#) Do the Life Support Superintendents (LSS) and NCOIC's ensure the care, use, inspection, and maintenance of life support equipment is IAW technical order (TO) and directive guidance?

A1.3.1.1. (#) Are life support equipment inspection cycles and procedures IAW the applicable TO? (PACAFI 11-301)

A1.3.1.2. (#) Are TCTO's accomplished on time and properly documented?

A1.3.1.3. (#) Is life support equipment post-flighted IAW TO and local guidance?

A1.3.1.4. Are equipment inspections documented IAW applicable TO?

A1.3.1.5. (#) Do units maintain, as a minimum, the life support equipment specified? (PACAFI 11-301)

A1.3.1.6. (#) Are equipment fit checks properly accomplished and documented? (PACAFI 11-301)

A1.3.1.7. (#) Are all applicable equipment modifications accomplished? (PACAFI 11-301, Atch 11)

A1.3.2. (#) Are aircrew weapons properly maintained, safeguarded, and issued? (PACAFI 11-301)

A1.3.3. (#) Is the quality assurance (QA) program effective, enforced, and documented? (PACAFI 11-301)

A1.3.4. (#) Are Air Commanders Pointers (ACP) and Laser Eye Protection (LEP) properly maintained, safeguarded, and issued? (PACAF Directives/Messages)

A1.4. AIRCREW/TECHNICIAN TRAINING (PACAFI 11-301) (OPR: PACAF/DOTT)

A1.4.1. (#) Are technicians properly trained and is training documented? (PACAFI 11-301 and the Career Field Education and Training Plan [CFETP])?

A1.4.1.1. Does the LSS ensure the Master Job Qualification Standard is tailored to specific unit needs by identifying all major shop tasks? (PACAFI 11-301)

A1.4.1.2. (#) Does technician training stress the "hands-on" approach? (PACAFI 11-301)

A1.4.1.3. (#) Have technicians working on aircraft received training and certification? (PACAFI 11-301 and AFI 21-112)

A1.4.2. (#) Is aircrew training conducted? (PACAFI 11-301 and aircraft MDS Directives)

A1.4.2.1. (#) Does life support equipment and survival continuation training enable aircrew members to demonstrate hands-on proficiency?

A1.4.2.2. (#) Have specific environmental training programs for both local and deployment areas of operations been developed?

A1.4.2.3. Is aircrew training coordinated with other agencies (Intel, Disaster Preparedness, aircrew, etc) to ensure task coverage and elimination of redundancy?

A1.4.2.4. (#) Are initial and annual certifications of squadron LSO's, survival instructors, and life support personnel conducting training accomplished and properly documented?

A1.4.2.5. (#) Do aircrew training frequencies meet the minimum requirements? (PACAFI 11-301 and aircraft MDS Directives)

A1.4.2.6. Is adequate room available for continuation/ejection seat/Aircrew Chemical Defense Ensemble (ACDE) training?

A1.4.2.7. Are training devices operational, well maintained, and used to their best advantage?

A1.4.2.8. Does the LSO/LSS ensure lesson plans are prepared/updated IAW applicable aircrew manuals and equipment TOs?

A1.4.2.9. (#) Are aircrew members proficient in Emergency Plan of Action and ISOPREP usage, initial actions, evasion procedures, navigation procedures, and recovery procedures?

A1.4.2.10. (#) Does the commander restrict any crew member from flying who does not demonstrate required proficiency or fails to maintain required training currency?

A1.5. RESOURCE MANAGEMENT (AFI 11-301) (OPR: PACAF/DOTT)

A1.5.1. (#) **Supervision/Management**

A1.5.1.1. (#) Is the appointed LSO trained and qualified in an assigned aircraft? (PACAFI 11-301 and AFI 11-301)

A1.5.1.2. (#) Is the section properly manned?

A1.5.1.3. (#) Are aircrews and life support technicians briefed/trained on changes and new procedures (TO, message, publication, and FCIF familiarization)?

A1.5.1.4. Does the LSS ensure a constructive working relationship between the life support sections and egress, survival equipment, etc.?

A1.5.2. Shop Management (PACAFI 11-301)

A1.5.2.1. Is the self-assessment program thorough, tailored to the unit mission, and conducted at least annually?

A1.5.2.2. (#) Are operating instructions (Hazardous Communications, Explosive Safety, Technician Training, Aircrew Training, QA Procedures as a minimum) and base supplements to instructions current and tailored to the unit mission?

A1.5.2.3. (#) Is shop safety and AFOSH training conducted and enforced to prevent unsafe acts or conditions?

A1.5.2.4. Are unit life support shop equipment/supplies managed properly to ensure quality equipment, training, and readiness?

A1.5.2.5. Are shop facilities adequate for storage, issue, fitting, and maintenance of life support equipment?

A1.5.2.6. (#) Are effective Composite Tool Kit, pyrotechnic storage, and hazardous waste disposal programs in place and enforced?

A1.5.2.7. (#) Are material deficiency reports (MDR's), product quality deficiency reports (PQDR's), technical order improvement reports (AFTO Forms 22), and operational hazard reports (HR's) properly submitted?

A1.5.2.8. Are supply actions (accountability, follow-up, time change forecasting) conducted and properly documented?

A1.6. PARARESCUE TEAMS (OPR: PACAF/DOTV)

A1.6.1. Management

A1.6.1.1. Does the NCOIC coordinate with the commander to ensure effective utilization of Pararescue forces and resources?

A1.6.1.2. (#) Does the NCOIC provide proper operating guidance to the Pararescue team? (AF and PACAF 16- Series Publications [NGB coordinated 16- Series Publications for ANG])

A1.6.1.3. Does the NCOIC ensure that realistic mission-oriented training is scheduled and accomplished?

A1.6.1.4. Do the NCOIC, the commander, and director of operations have an effective working relationship?

A1.6.1.5. (#) Is the NCOIC complying with the intent of Pararescue requirements outlined in Joint Pub's 3-50.2, 3-50.21, AF Doctrine Document 2-1.6, AF Policy Directive 16-12, AFMAN 36-2108, and AFI 16-1202?

A1.6.1.6. Does the NCOIC insure that section operating instructions and appointment letters are current and a copy sent to the MAJCOM as appropriate?

A1.6.1.7. (#) Has the NCOIC provided the Commander and Director of Operations with a qualification summary (e.g. letter of certification) and is it current? (AFI 16-1203, para 2.3.3.)

A1.6.2. Training

A1.6.2.1. Is the training section setting-up realistic mission scenarios to maintain appropriate proficiency levels?

A1.6.2.2. (#) Is the training section managing the Enlisted Specialty Training (EST) program within existing guidelines? (AFI 16-1203, AFI 36-2201, and AFMAN 36-2247)

A1.6.2.3. (#) Are MAJCOM and unit unique mission requirements identified, trained to, and certified in the OJT records? (MAJCOM JQS's, MAJCOM and unit METL's/TCS's)

A1.6.2.4. Does the training section track the teams' proficiency levels and keep the team NCOIC informed as to the status of the team?

A1.6.2.5. Does the training section provide inputs to the scheduling section identifying Pararescue requirements for inclusion in the unit's operating schedule?

A1.6.3. Medical Training (PACAFI 16-1205)

A1.6.3.1. Does the medical training NCO, in conjunction with Pararescue training section, provide realistic mission medical training?

A1.6.3.2. (#) Does the medical training NCO track the team's Emergency Medical Technician (EMT) certification expiration dates and insure appropriate training and certifications levels are being maintained?

A1.6.3.3. Does the medical training NCO, in conjunction with the unit training section, insure ongoing Continuation Medical Education (CME) training for the team is being accomplished?

A1.6.3.4. Does the medical NCO have a Memorandum of Understanding (MOU) with the local hospital to provide actual patient contact and training to maintain PJ EMT certification?

A1.6.4. Medical Section (AMCR/AFSOCR 167-1 [AFI 16-1204 when published] and AFMAN 23-110, Vol.5)

A1.6.4.1. (#) Are administration of Pararescue Medical Material Activities being complied with?

A1.6.4.2. Is medical material NCOIC identified by the commander, in writing, as the Squadron Property Custodian of Medical Supplies and Equipment?

A1.6.4.3. (#) Has a medical supply and equipment account been established and is it being maintained?

A1.6.4.4. Has the commander appointed a controlled substance inventory officer (CSIO), a controlled substance destruction officer (CSDO), in writing?

A1.6.4.5. (#) Are controlled substances being stored properly?

A1.6.5. Supply Section

A1.6.5.1. Are appropriate items identified on the CA/CRL?

A1.6.5.2. Are individual supply folders being maintained on each individual PJ?

A1.6.5.3. (#) Is supply being maintained IAW appropriate supply instructions? (AFMAN 23-110, Vol. 2, Part 13)

A1.6.6. Parachute Section

A1.6.6.1. (#)Are the parachutes being maintained in a climatically controlled environment IAW appropriate instructions? (T.O./Service Manual for parachute's in use)

A1.6.6.2. (#)Are related parachute equipment items being maintained appropriately? (T.O./Service Manual for equipment in use)

A1.6.7. Scuba Section

A1.6.7.1. (#) Are scuba tanks being hydrostatic tested and visually inspected? (US Navy Dive Manual, Vol. I, Chap. 5, para 2.1.2.1.)

A1.6.7.2. (#) Are scuba regulators being inspected annually? (AFI 16-1202)

A1.6.7.3. (#) Are buoyancy compensators being maintained IAW appropriate instructions? (AFI 16-1202)

A1.6.8. Watercraft Section

A1.6.8.1. (#) Are boatmasters properly trained and certified? (1T2X1 CFETP)

A1.6.8.2. Is maintenance performed on the watercraft and trailers being done by properly certified personnel?

A1.6.8.3. Are personnel towing the watercraft properly trained and certified?

A1.6.9. Alert Equipment

A1.6.9.1. Is the alert equipment identified and appropriately marked?

A1.6.9.2. Is the alert equipment inspected daily or prior to each alert period?

A1.6.10. Chief Stan/Eval Pararescueman

A1.6.10.1. (#) Is the Chief Stan/Eval Pararescueman complying with all the requirements of his position as Chief Stan/Eval Pararescueman? (AFI 16-1203, para 6.2.9. and AFI 16-1202)

A1.6.10.2. (#) Has the Chief Stan/Eval Pararescueman been appointed by letter and is a copy kept in his OJT record (Tab 7)? (AFI 16-1203, para 6.2.9.)?

A1.6.10.3. Does the Chief Stan/Eval Pararescueman maintain a hard copy library of publications required by AFI 16-1202 and are changes to these publications being maintained?

A1.6.10.4. Is the Chief Stan/Eval Pararescueman managing an effective evaluation program in conjunction with unit task Certifiers and the NCOIC?

A1.7. RANGE OPERATIONS (AFI 13-212) (OPR: PACAF/DOTT)

A1.7.1. General

A1.7.1.1. Is range surface area (land or sea) of sufficient size to contain the weapons safety footprints/high hazard area, or surface area underlying the air-to-air range protected by purchase, lease, or other restriction to ensure the safety of personnel, structures, and the public from expended rockets, missiles, or target debris? If not, has a waiver been granted? (AFI 13-212, Vol. I, para 1.3)

A1.7.1.2. Has the Range Operating Agency (ROA) performed a risk assessment of the weapons safety footprints against each intended target to ensure new weapons, platforms, and/or tactics can be employed safely before actual use on a range and established mission parameters to minimize potential safety hazards associated with weapons employment? (AFI 13-212, Vol 1, para 1.3)

A1.7.1.3. Are Range Security procedures established to ensure physical safeguards for scoring devices, communications, instrumentation, maintenance, and classified equipment? (AFI 13-212, Vol 1, para 2.7.9)

A1.7.1.4. Did the ROA (or its designee) establish physical safeguards/procedures with joint military and outside agencies specifying range access control procedures? (AFI 13-212, Vol 1, para 2.7.9)

A1.7.1.5. Has the unit developed an executive summary of the Comprehensive Range Plan that addresses environmental and operational issues and supports current and future test and training mission requirements? (AFI 13-212, Vol 1, para 1.4.1)

A1.7.1.6. Does the Comprehensive Range Plan include Mission Area Plans (MAP) and Mission Support Plans (MSP) which identifies a modernization plan to correct task deficiencies? (AFI 13-212, Vol 1, para 1.5)

A1.7.1.7. Is a DOD access range home page with range information, points of contact, updated procedures, local supplement instructions, and scheduling information posted and current? (AFI 13-212, Vol 1, para 2.7.4)

A1.7.1.8. Has the ROA ensured that the weapons safety footprints exist of all aircraft, weapons, and tactics (including other services and countries) authorized for a given target and event on the range? (AFI 13-212, Vol 1, para 4.3.1)

A1.7.1.9. Does the local range supplement to AFI 13-212 contain or reference procedures to ensure positive control of all spectators during range demonstrations or special occasions? (AFI 13-212, Vol 1, para 4.3.13)

A1.7.1.10. Does the Range Supplement include: general range description, services available, hours of operation, range diagrams, range scheduling procedures, operations, safety, emergency and jettison procedures, authorized ordnance, weapons safety footprint data, authorized frequency clearances, RCO procedures, chaff and flare operations, night, NVD operations, laser procedures, range utilization report preparation, approval and submission procedures, support agency procedures/agreements, and definitive guidance for coordinating and scheduling all range operations to include maintenance, Explosive Ordnance Disposal, and fire fighting responsibilities? (AFI 13-212, Vol 1, para 2.7.5.1)

A1.7.1.11. Do written agreements exist for ranges in which units use them regularly for initial or continuation training between the MAJCOM and the operating agency of the range? (AFI 13-212, Vol 1, para 4.1.2.1)

A1.7.1.12. If written agreements exist to support foreign users, are they coordinated through the staff Judge Advocate General? Are they readily available to the RCO? (AFI 13-212, Vol 1, para 4.1.2.2)

A1.7.1.13. Did the ROA appoint a vehicle control officer (or NCO) to manage vehicle operations and responsibilities IAW AFI 24-301? (AFI 13-212, Vol 1, para 4.1.7.2)

A1.7.1.14. Are Memorandums on file for those units using ranges belonging to another nation? Are Letters of Agreement used for local level procedures? (AFI 13-212, Vol 1, para 4.1.2.3/4)

A1.7.1.15. Do Host-Tenant Support Agreements and Inter-service Support Agreements exist for Air Force units' weapons ranges belonging to other services? (AFI 13-212, Vol 1, para 4.1.2.5)

A1.7.1.16. Do LOA's exist with airspace controlling agencies, which specify recall conditions, in order to ensure that military mission requirements are met? (AFI 13-212, Vol 1, para 4.1.3.1)

A1.7.1.17. Does an Integrated Natural Resources Management Plan (INRMP) exist which addresses all issues associated with natural resources? (AFI 13-212, Vol 1, para 4.1.3.2.1)

A1.7.1.18. If laser certified, is the range certified IAW AFOSH Standard 48-139, Laser Radiation Protection Program; ANSI Z136.1, American National Standard for the Safe Use of Lasers; and MIL HDBK 828A, Laser Safety on Ranges and in Other Outdoor Areas? (AFI 13-212, Vol 1, para 4.1.5.1)

A1.7.1.19. If laser certified, did the Range Commander obtain a laser certification through PACAF to the Brooks AFB Optical Radiation Safety (ORS) Team? Does the Unit Safety Officer (USO), or Laser Safety Officer (LSO), conduct a range survey status review and evaluate laser operations on the range annually? (AFI 13-212, Vol 1, para 4.1.5.2)

A1.7.2. Responsibilities

A1.7.2.1. Has the ROA established, to the maximum extent possible, designated separate target areas for live and inert ordnance training? (AFI 13-212, Vol 1, para 7.3.1.11)

A1.7.2.2. Are waivers/exemptions to AFI 13-212 tracked by the ROA? Are exemptions reviewed every five years? (Waivers expire after one year) (AFI 13-212, Vol 1, para 1.6.1)

A1.7.2.3. Has the ROA maintained centralized scheduling and control to ensure optimum range use and safety? (AFI 13-212, Vol 1, para 2.7.1)

A1.7.2.4. Does the ROA, or contractor, document initial and yearly ground and explosive safety briefings to personnel assigned to operate and maintain Air Force ranges? (AFI 13-212, Vol 1, para 4.3.15.6)

A1.7.2.5. Has the ROA certified that all Hazard Area access procedures and rules sufficiently protect all personnel and property? (AFI 13-212, Vol 1, para 4.3.16.2)

A1.7.2.6. Are there ROA developed Electronic Combat Range (ECR) and Electronic Scoring Sites (ESS) operating procedures as a supplement to AFI 13-212? (AFI 13-212, Vol 1, para 5.1)

A1.7.2.7. Do the ROA's coordinate all systems requiring radio frequency spectrum through the appropriate MAJCOM Spectrum Management Office? (AFI 13-212, Vol 1, para 5.3)

A1.7.2.8. (Overseas Ranges) Did the ROA develop supplements to AFI 13-212, Vol 1 to ensure compliance with USAF weapon and laser safety footprint requirements and have procedures in place to ensure safety of personnel? (AFI 13-212, Vol 1, para 4.1.1.3)

A1.7.2.9. Did the ROA publish appropriate restrictions in their supplements to AFI 13-212, Vol 1 and ensure that the range is certified for each laser use IAW AFI 13-212? (AFI 13-212, Vol 1, para 4.1.4.2.5)

A1.7.2.10. To maximize safety on, and around the ranges, doe the ROA engage in an active and comprehensive public outreach program and coordinate these efforts through the units public affairs and legal sections? (AFI 13-212, Vol 1, para 4.3.14.3)

A1.7.3. Range Operations, Personnel Training, and Safety

A1.7.3.1. Are Range Safety procedures established which include records showing weapons safety footprint application and authorization for each target, manned facility, and equipment on the range? (AFI 13-212, Vol 1, para2.7.8)

A1.7.3.2. Are RCO's trained and certified to control missions with, and without NVDs, and do they have a minimum of Generation III NVDs? (AFI 13-212, Vol 1, Para 4.1.4.1)

A1.7.3.3. (Class A Ranges) Are range NVDs binocular in design and have at least Generation III tubes? Are they maintained at the same standards as aircrew NVDs? Is the RCO NVD training program MAJCOM approved? (AFI 13-212, Vol 1, Para 4.1.4.1.1)

A1.7.3.4. Are Letters of Agreement (LOA) developed for units using the range on a recurring basis? (AFI 13-212, Vol 1, Para 2.7.1)

A1.7.3.5. Is a training program established for all personnel assigned to a range and reviewed annually by the ROA? (AFI 13-212, Vol 1, Para 4.2.1)

A1.7.3.6. Does the range facility have sufficient computer hardware, software, and Internet capability to operate and support the SAFE-RANGE Program? (AFI 13-212, Vol 1, Para 4.3.3.3.2)

A1.7.3.7. Is an area designated for emergency jettison of ordnance, external fuel tanks, towed targets, TERS, etc? (AFI 13-212, Vol 1, Para 4.3.12)

A1.7.3.8. Does the range tower contain the appropriate publications? (AFI 13-212, Vol 1, Para 1.3.2.1)

A1.7.3.9. Are range communications (ground to air and air to ground) managed/maintained IAW AFI 13-212, Vol 1, PACAF Sup 1, Para 2.7.11.1?

A1.7.3.10. Does employment of actual weapons occur/begin outside Special Use Airspace (SUA) specifically authorized for the employment activity? (AFI 13-212, Vol 1, Para 1.3)

A1.7.3.11. Does the ROA conduct risk assessments and ensure public notification when launching off range onto targets on the range and establish safety mechanisms to avoid off-range impacts? (AFI 13-212, Vol 1, Para 1.3)

A1.7.3.12. Are Range Operations Officers (ROO), or designee, appointed in writing to supervise daily range management, planning, and maintenance? (AFI 13-212, Vol 1, Para 2.7.10)

A1.7.3.13. Are Range Control Officers (RCO) certified in writing and current? Are they fully qualified and trained prior to assuming duties? (AFI 13-212, Vol 1, Para 2.7.11 and AFI 13-212, Vol 1, PACAF Sup 1, Para 2.7.11)

A1.7.3.14. Are Range Safety Officers (RSO) and Flight Safety Officers (FSO) qualified military officers or government civilians? (AFI 13-212, Vol 1, Para 2.9)

A1.7.3.15. Are provisions for first aid clearly delineated and are provisions for expeditious pickup and evacuation of aircrew or other personnel injured during range operations? Is sufficient hand-operated firefighting equipment available and assigned directly to the range ?(AFI 13-212, Vol 1, Para 4.3.15.3/4)

A1.7.4. Reporting Requirements

A1.7.4.1. Does the range update data currency monthly and submit quarterly range utilization reports and maintain a three year historical record? (AFI 13-212, Vol 1, Para 6.1)

A1.7.4.2. Does the ROA report all range utilization, cancellations, and closures? Are permanent records of all expenditures per target of ammunition and explosives kept? (AFI 13-212, Vol 1, Para 6.2/6.3)

A1.7.4.3. Is a range residue clearance/decontamination report to the MAJCOM submitted by the ROA? (AFI 13-212, Vol 1, Para 6.4)

A1.7.4.4. Are permanent records maintained of all mishaps attributed to UXOs that occur on or off the installation, EOD incidents, UXO areas IAW DOD Instruction 6055.7? (AFI 13-212, Vol 1, Para 7.3.1.12.2)

A1.7.4.5. Are RCO training records maintained at the range and organized appropriately? (AFI 13-212, Vol 1, PACAF Sup 1, Para 2.7.11)

A1.7.5. Range Maintenance

A1.7.5.1. Is an annual range maintenance and clearance/decontamination schedule that renovates, removes, replaces, and overhauls range targets and systems in place? (AFI 13-212,Vol 1, Para 7.1)

A1.7.5.2. ROAs will prepare a plan for range clearance operations and establish an outreach program to educate installation personnel and the public about the dangers of trespassing and UXO hazards. (AFI 13-212, Vol 1, Para 7.3.1.2/5)

A1.7.5.3. Is an annual range clearance/decontamination performed and every five years a complete clearance performed? (AFI 13-212, Vol 1, Para 7.4.2/3)

A1.7.5.4. Are the 350 X 100 foot strafe impact areas disc-harrowed or chisel plowed, and is a magnetic sweeper, or digger strainer, used to remove subsurface debris weekly/every six use days? (AFl 13-212, Vol. L, Para 3.1.7)

A1.7.5.5. Did the ROA develop and maintain a current annual range maintenance and clearance/ decontamination schedule? (AFI 13-212, Vol 1, Para 2.7.6)

A1.7.5.6. Does the ROA schedule all range residue clearance and final removal/disposal and include in the Comprehensive Range Plan schedule and life cycle Target Area preparation/maintenance and residue disposal/removal plan? (AFI 13-212, Vol 1, Para 2.7.7)

A1.7.5.7. Are clipboard checks accomplished after installing each transducer? (AFl 13-212, Vol. II, Para 3.1.7.2)

A1.7.5.8. Concerning range maintenance, does Quality Assurance document contractor performance IAW the Quality Assurance Surveillance Plan ? (AFI 13-212, Vol 1, Para 2.7.6)

A1.7.5.9. Are facilities and other range improvements maintained? (AFl 13-212, Vol. II, Para 3.4)

A1.7.5.10. (Class A range) Is a reliable device (anemometer) to measure wind speed and direction with an indicator in the tower maintained? (AFI 13-212, Vol 1, PACAF Sup 1, Para 4.3.14.2)

A1.7.6. Resource Management

A1.7.6.1. Are local range operations and maintenance supplements developed and reviewed annually? (AFI 13-212, Vol 1, Para 2.7.5)

A1.7.6.2. Are procedures established for the ROA to perform a risk assessment (to include safety mechanisms are in place to avoid off-range impacts) and public notification of the activity when the employment envelope of a weapon is outside the rangeland? (AFI 13-212 Vol 1, Para 1.3)

A1.7.6.3. Is a DOD access range home page with range information, points-of-contact, updated procedures, access to the local supplement to AFI 13-212, Vol 1, and scheduling info available? (AFI 13-212,Vol 1, para2.7.4)

A1.7.6.4. Do all personnel obtain a baseline eye exam prior to performing duties in the laser environment? Does the RCO record start and stop times of lasing periods? (AFI 13-212, Vol 1, Para 4.1.5.4)

A1.7.6.5. Are RTO's qualified, trained, and documentation maintained? (AFI 13-212, Vol 1, PACAF Sup 1, Para 2.7.12)

A1.7.7. Supervision/Management

A1.7.7.1. Have range operating agencies developed a range operating procedures supplement to AFl 13-212, Vol. 1, and does it include a range description, diagrams, scheduling procedures,

operation, safety, authorized ordnance, authorized frequencies; clearances, and chaff, flare, and laser usage? (AFl 13-212, Vol. 1, Para 4.1.1.3)

A1.7.7.2. Have opening and closing checklists been developed and are they used by range personnel when opening and closing the range? (AH 13-212, Vol. I/PACAF Sup 1, Para 3.7) [NOTE: Opening and closing procedures may differ at each range.]

A1.7.7.3. Has the range operating agency appointed a Range Operating Officer (ROO) to supervise range operations and maintenance? (AFI 13-212, Vol. 1, Para 2.7.10)

A1.7.7.4. Have Letters of Agreement been developed by range operating agencies when the range is used by non-USAF personnel? (AFl 13-212, Vol 1/PACAF Sup 1, Para 2.7)

A1.7.7.5. Has the operating agency designated point(s) of contact for all conservation activities and issues involving the range's natural resources plan (developed by the ROA's/unit's Environmental Management function)? (AFI 13-212, Vol. 1, Para 3.7.3)

A1.7.7.6. Has a Comprehensive Range Plan been developed for the range? (AFI 13-212, Vol. I, Para 3.7) [NOTE: Range plan should include range construction projects, maintenance, and rehabilitation of range facilities, targets and roads, plus environmental concerns.]

A1.7.7.7. Are records being maintained for preparation of the Weapons Range Activity Report? (AFI 13-212, Vol. I/PACAF Sup 1, Para 2.7) [Locally designed and primed daily record sheets may be used to ensure data is accurate.]

A1.7.7.8. Is the Weapons Range Activity Report submitted monthly? (AFI 13-212, Vol. 1/PACAF Sup 1, Atch 1)

A1.7.8. Range Scheduling

A1.7.8.1. Is scheduling centralized and are scheduling procedures published in the local supplement to AFI 13-212, Vol 1? (AFI 13-212, Vol 1, Para 2.7.1)

A1.7.8.2. Are regular range maintenance periods scheduled and accomplished? (AFI 13-212, Vol. I, Para 7.4)

A1.7.8.3. Do Range operating/scheduling agencies ensure that EOD/range maintenance times are scheduled in advance and that users are advised of ground operations being performed? (AFI 13-212, Vol. 1/PACAF Sup 1, Para 4.2.2)

A1.7.8.4. Are Ground and Explosives Safety procedures published by the ROA? Are precautions taken to preclude trespassers from entering the range complex or danger zone? (AFI 13-212, Vol. I, Para 4.3.15.2) [NOTE: Signs should contain, at a minimum, the statement "BOMBING RANGE" or "GUNNERY RANGE", and must be in English and the native language. (AFI 13-212, Vol 1, PACAF Sup 1, Para 4.3.15.2)]

A1.8. STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) (OPR: 502 AOS)

A1.8.1. Subordinate Reporting Organization (SRO)– Command Post

A1.8.1.1. (#) Are two or more SORTS managers trained, certified and appointed by the wing commander? (AFI 10-201, para 1.16.1.1.1. and PACAFI 10-207, para 6.3.1.4.)

A1.8.1.2. Has a current appointment letter been provided to the PACAF SORTS office? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.3. Are current appointment letters maintained for each units' SORTS monitors, Personnel Readiness, and Manpower? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.4. (#) Are all required SORTS references on hand? (AFI 10-201/PACAF Sup 1, para 3.7.28.)

A1.8.1.5. Is there a local wing supplement? (AFI 10-201/PACAF Sup 1, para 1.12.2.1.)

A1.8.1.5.1. Does the wing supplement support local requirements to identify wing agencies responsible for assisting units with SORTS reporting and does it provide continuity during personnel turnovers? (AFI 10-201, para 1.12.2.1.)

A1.8.1.6. (#) Are signed current DOC statements maintained for each reporting unit? (AFI 10-201, para 1.16.2.2.1.)

A1.8.1.7. (#) Is a training program established to train primary and alternate unit SORTS monitors for each reporting unit? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.7.1. (#) Is initial and recurring training conducted and documented within 60 days of appointment for each unit SORTS monitor? (AFI 10-201, para 1.16.2.4. and AFI 10-201/ PACAF Sup 1, para 1.12.2.)

A1.8.1.8. (#) Is initial training conducted and documented for all new squadron and wing commanders? (AFI 10-201, para 1.16.2.5.)

A1.8.1.9. (#) Is a copy of each units current worksheets and supporting documents maintained? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.10. (#) Are database retrievals provided to the reporting units at least monthly or when changes occur? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.11. (#) Has procedures been established to ensure accuracy, clarity, and validity of unit SORTS reports? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.11.1. (#) Does commander assessed Overall C-levels provide detailed "REASN" remarks explaining the rationale for why/how they disagree with the SORTS measured area(s)? (AFI 10-201/PACAF Sup 1, para 1.12.1.)

A1.8.1.11.2. (#) When the overall C-level is less than C-1, does the REASN remark reflect which mission/missions the unit cannot fully support or undertake, and does it provide a programmed or estimated Get Better/Get Well date? (AFI 10-201, para 2.11.7.)

A1.8.1.12. (#) Are semiannual SAV's conducted on each reporting unit? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.12.1. (#) Are the last two SAV reports kept on file? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.1.13. (#) Does the SORTS report transmission log contain the report number, message DTG, total number of sets submitted, UICs reported, and errors received? (AFI 10-201/PACAF Sup 1, para 3.10.1.)

A1.8.1.14. (#) Are SORTS error notifications corrected within two duty days? (AFI 10-201/ PACAF Sup 1, para 1.12.2.)

A1.8.2. Measured Unit Program Management

A1.8.2.1. (#) Are at least two SORTS monitors trained and appointed by the unit commander? (AFI 10-201, para 1.17.1.3.)

A1.8.2.2. (#) Has the unit established a training program to ensure all unit personnel involved in SORTS are trained in reporting/data collection? (AFI 10-201/PACAF Sup 1, para 1.13.2.)

A1.8.2.2.1. (#) Have the current SORTS monitors been trained by the SRO and is training documented? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A1.8.2.2.2. Does the training program contain sample worksheets and documentation of completed training? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3. (#) Is a continuity folder maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.1. (#) Are signed current copies of unit's DOC statement maintained? (AFI 10-201/ PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.2. (#) Are copies of current HHQ guidance, letters, messages, etc. maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3. (#) Are complete and accurate worksheets maintained for the units current SORTS status? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3.1. (#) Have the worksheets been signed by the current unit commander? (AFI 10-201/PACAF Sup 1, para 3.9.1.)

A1.8.2.3.3.2. Have the personnel worksheets been coordinated with the wing Manpower office? (AFI 10-201/PACAF Sup 1, para 1.12.3.)

A1.8.2.3.3.3. If required, has the personnel worksheets been coordinated with Personnel Readiness (PRU)? (AFI 10-201/PACAF Sup 1, para 1.12.4)

A1.8.2.3.3.4. (#) Are the worksheets annotated with the required security classification, classification authority, and declassification instructions? (AFI 10-201, para 1.4.3.)

A1.8.2.3.3.5. (#) When the overall C-level is less than C-1, does the REASN remark reflect which mission/missions the unit cannot fully support or undertake, and does it provide a programmed or estimated Get Better/Get Well date? (AFI 10-201, para 2.11.7.)

A1.8.2.3.3.6. (#) If required, does the REASN remark fully explain the commander's rationale supporting a subjectively-assessed C-level? (AFI 10-201, para 2.11.7.2.)

A1.8.2.3.3.7. (#) If required, has a PRRES remark been submitted to explain why the personnel area is less than P-1? (AFI 10-201, para 2.11.3.1.)

A1.8.2.3.3.8. (#) Regardless of P-level, has a PERTP remark been submitted identifying personnel shortages? (AFI 10-201, para 2.11.3.4.)

A1.8.2.3.3.9. (#) If required, has a PRRAT remark been submitted to identify UTC/UMD mismatches? (AFI 10-201, para 2.11.3.3.)

A1.8.2.3.3.10. (#) Has a CADAT remark been properly formatted and submitted? (AFI 10-201, para 2.5.2.)

A1.8.2.3.3.11. Has a DOCID remark been submitted? (AFI 10-201/PACAF Sup 1, para 8.5.)

A1.8.2.3.3.12. (#) Is supporting documentation available which was used to compile the current report? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3.13. (#) Is there a current copy of the units UMD, UTC extract (if required), and SORTS Desire Listing used to determine personnel numbers for authorized/required and assigned? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.3.3.14. (#) Is there a complete list of authorized vs. on-hand equipment which the unit requires to maintain wartime capability (if applicable)? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.4. (#) Is the units' current database retrieval available? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.2.5. Are the last two SRO-conducted SAV results available? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A1.8.3. Local Manpower Office

A1.8.3.1. Is there a current Manpower Office SORTS POC letter on file and provided to the SRO, Personnel Readiness, and all reporting units? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.3.2. (#) Are copies of all current DOC statements on file? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.3.3. (#) Are manpower authorization listings provided to all measured units? (AFI 10-201/ PACAF SUP 1, para 1.12.3.)

A1.8.3.4. (#) Are Program Element Code (PEC) listings provided to all flying squadrons? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A1.8.3.5. (#) Is a system established to validate each unit's personnel worksheet(s)? (AFI 10-201/ PACAF SUP 1, para 1.12.3.)

A1.8.4. Supporting Personnel Office

A1.8.4.1. (#) Is there a current Personnel Readiness SORTS POC letter on file and provided to the SRO, Manpower Office, and all reporting unit's? (AFI 10-201/PACAF SUP 1, para 1.12.4.)

A1.8.4.2. (#) Are SORTS Desire listings provided to all reporting units? (AFI 10-201/PACAF Sup 1, para 1.12.4.)

A1.8.4.3. (#) Are procedures established to validate each unit's personnel worksheet(s) when required? (AFI 10-210/PACAF Sup 1, para 1.12.4.)

A1.9. WEATHER STATION OPERATIONS (OPR: PACAF/DOWV)

A1.9.1. Has the local weather unit commander, OIC, CWSO, or NCOIC completed and documented a self-inspection of weather station operations using the SAFE Checklist within 60 days of arriving at the unit. (AFI 15-180, PACAF Sup 1)

A1.9.2. Does the local weather unit participate in meetings, chaired by the installation commander at least annually, to review installation severe weather preparedness, capabilities, requirements, and procedures? (AFI 10-229, para 2.3.1)

A1.9.3. Are both primary and backup communication resources and capabilities available to include communication in the alternate observing site? (AFI 10-229, para 2.3.7)

A1.9.4. Have procedures been developed to ensure the local weather unit is not required to telephonically contact more than three agencies to relay severe weather information? (AFI 10-229, para 2.3.7.1)

A1.9.5. Does the local weather unit have procedures in place to provide the command post or responsible agency appropriate information for OPREP-3 reports of severe weather occurring on the installation? (AFI 10-229, para 2.8.4 and AFMAN 10-206 Rule 14L)

A1.9.6. Does the local weather unit have procedures in place to assist the installation commander and disaster preparedness personnel in thoroughly educating base/post agencies on the purpose, applicability, and operating procedures of the warning and watch system? (AFI 10-229, para 2.8.6)

A1.9.7. Does the local weather unit have procedures in place to assist the installation commander with determining proper TCOR level in the event of a tropical storm? (AFMAN 15-129, para 3.2.13.2.6 and USCINCPACINST 3140.1W Appendix H)

A1.9.8. Has the local weather unit established procedures to track weather equipment and communications outages and report outages exceeding 48 hours to HQ PACAF/DOW? (PACAFI 15-103, para 3.3.6)

A1.9.9. Has the local weather unit established procedures to document customer weapon systems (aircraft, missiles, combat vehicles etc.), concepts of operation and weather sensitivities and established procedures to receive information on changes to mission? (AFMAN 15-129, para 4.1.3.4 and 4.1.3.5)

A1.9.10. Has the local weather unit developed procedures to relay significant changes in the MEF, or significant changes to weather, occurring after the briefing to mission controllers or decision makers such as the Supervisor of Flying? (AFMAN 15-129, para 4.1.3.8.1 and 4.2.2, [AFI 11-418, para 4.2.8 and Atch 3, A3.1.6])

A1.10. SCHEDULING (PACAFI 21-165) (OPR: PACAF/DOTV)

A1.10.1. Does the unit use CAMS for reporting flying and maintenance schedule deviations and effectiveness for all aircraft assigned including aircraft maintained by contractors? (para 1.5)

A1.10.2. Has the Wing developed a supplement to PACAFI 21-165 to standardize scheduling practices across like MDS? (Examples: standardized flying hour windows, specific surge rules, quiet hour policies, cross country takeoffs and returns, minimum turn times, crew ready times, etc.) (para 1.8)

A1.10.3. Does the Ops Officer review applicable monthly maintenance plans and weekly schedules prior to submission to current operations flight (OSS) PS&D? (para 2.2)

A1.10.4. Are weekly scheduling meetings conducted at the group and wing level? (para 2.6.1)

A1.10.5. Prior to the first weekly OG/LG scheduling meeting of the month, does the Ops officer provide the SMO and MS with the estimated operational needs for the following month, in as much detail as possible? Include known takeoff and landing times. (para 2.6.2)

A1.10.6. Do airlift schedules include sortie sequence numbers for known contract missions, mission numbers, scheduled takeoff times for each destination, scheduled landing times at home station,

known configurations (to include fuel requirements) and special equipment requirements? (Airlift and tanker squadrons are not required to print aircraft tail numbers in the weekly schedule) (para 2.7.4.1.1.)

A1.10.7. Is AF Form 2407 used for all changes made during the daily maintenance scheduling/production meeting and up to the units first crew ready time the next day? (para 2.8.2)

A1.10.8. Do all aircraft, scheduled aircraft maintenance and/or sorties added to the Weekly Flying and Maintenance Schedule receive OG/CC approval? (**NOTE:** Airlift and tanker units authorized to daily schedule require OG/CC approval for any aircraft/sorties added to the schedule after the daily maintenance scheduling/production meeting) (para 2.8.3)

A1.11. SUPERVISOR OF FLYING (SOF) PROGRAM (AFI 11-418) (OPR: PACAF/DOTV)

A1.11.1. (#) Has each unit developed a supervision structure for flying operations consisting of Operations Group Commander (OG/CC), SOF, and Squadron Supervisors? (para 1)

A1.11.2. Operations Supervisors

A1.11.2.1. (#) During local flying operations is a squadron ops sup always immediately available to the OG/CC, the SOF, command and control personnel, or other supporting agencies to respond to any current operational issue requiring time-sensitive answers, decisions, and/or actions? (para 2.2)

A1.11.2.2. When the squadron has on-going, off-station operations, is a Stand-by Duty Officer (SDO) available to make ops-related decisions and recommendations? (para 2.3)

A1.11.2.3. (#) While a squadron-level supervisor is always required, is the wing-level SOF position manned according to minimum supervision requirements outlined in Table 1 of AFI 11-418?

A1.11.3. Responsibilities of Supervisors

A1.11.3.1. (#) Prior to launch does the SOF ensure the airfield status is suitable for safe operations IAW Air Force, MAJCOM, and local directives? (para 4.2)

A1.11.3.2. Do squadron ops sup ensure the SOF is advised of any changes or deviations to the squadron's flying schedule? (para 4.3)

A1.11.4. Procedures

A1.11.4.1. (#) Does the command post function as the central source for information during an emergency, allow the SOF to devote full attention to the emergency? (para 6.1.2)

A1.11.4.1.1. (#) Do they notify all appropriate agencies and key personnel of an IFE and provide situation updates? (para 6.1.2)

A1.11.4.2. Does the on-scene commander, normally the fire chief, terminate all emergencies? (para 6.1.5)

A1.11.4.3. (#) Are Conference Hotel Procedures available to put OG/CC, SOF, ops sup, or Ops Supervisor directly in contact with a representative from ALC or the contractor? (para 7)

A1.11.4.4. (#) Prior to beginning supervisory duties, does the SOF meet crew rest requirements as directed by AFI 11-202,Vol 3, as supplemented? (para 9.1)

A1.11.4.5. (#) Are maximum duty days for SOF of 12 hours followed? (para 9.2)

A1.11.4.6. Is the SOF on duty in the primary duty location 30 minutes prior to the first scheduled takeoff and remain on duty until the last aircraft is shut down? (para 9.3)

A1.11.4.7. (#) Is the following equipment functional, current (if applicable), and immediately available to the SOF: (para 11)

A1.11.4.7.1. UHF/VHF radio?

A1.11.4.7.2. Telephone/FM radio?

A1.11.4.7.3. Weather dissemination equipment?

A1.11.4.7.4. SOF vehicle?

A1.11.4.7.5. Required SOF checklists?

A1.11.4.7.6. Binoculars?

A1.11.4.7.7. Publications?

A1.11.5. Program

A1.11.5.1. (#) Are SOFs qualified IAW AFI 11-418? (para 12)

A1.11.5.2. (#) Is SOF currency/recurrency tracked IAW AFI 11-418? (para 13)

A1.11.5.3. (#) Does the SOF upgrade program comply with AFI 11-418? (para 14)

A1.11.5.4. (#) Does the SOF continuation training program comply with AFI 11-418? (para 15)

A1.11.5.5. (#) Is the SOF program administration in compliance with AFI 11-418? (para 17)

A1.12. STANDARDIZATION/EVALUATION (STAN/EVAL) (AFI 11-202, Vol. 2 and PACAF SUP) (OPR: PACAF/DOTV)

A1.12.1. OGV Programs

A1.12.1.1. Stan/Eval Organization and Manning

A1.12.1.1.1. Is the OG/CC a current and qualified flight examiner in his primary assigned aircraft (optional)? (para 2.4.1.)

A1.12.1.1.2. (#) Is the Chief of Stan/Eval a current and qualified flight examiner (FE) in a unit aircraft? (para 3.2.1.)

A1.12.1.1.3. Is the Chief of Stan/Eval rated by the OG/CC, or unit commander for organizations not collocated with a parent wing/group? (para 3.2.2.)

A1.12.1.1.4. (Does not apply to the ANG) (#)Is OGV manned with the chief of stan/eval and no more than one crewmember per crew position per MDS? (para 3.2.3.)

A1.12.1.1.5. (#) (ANG Units) Do FE authorizations follow unit commander guidance? (para 3.6.4)

A1.12.1.1.6. Are FEs selected from the most highly qualified and experienced instructors? (para 3.5.1.)

A1.12.1.1.7. Are FEs designated in writing by the OG/CC? Is it documented in AFORMS or by letter of certification and reported in SEB minutes? (para 3.5.2.)

A1.12.1.1.8. (#) Are FE s nominated by the SQ/CC, approved for entry into the FE upgrade by the OG/CC, and designated by the OG/CC upon successful completion of all unit defined upgrade events? (para 3.5.2.1.)

A1.12.1.1.9. Do FEs maintain MR/CMR status as outlined in AFI 11-2MDS specific Vol I? (para 3.5.4.)

A1.12.1.1.10. Do senior flight examiners normally administer evaluations to lower echelon flight examiners? (para 3.5.5.)

A1.12.1.1.11. (#) Does OGV establish procedures for review and quality control of AF Form 8s? (para 3.3.1.1.)

A1.12.1.2. Evaluations

A1.12.1.2.1. (#) Has the unit Stan/Eval designed written evaluation profiles, as outlined in applicable AFI 11-2MDS Vol. 2, for each MDS and crew position? (para 3.3.1.3.)

A1.12.1.2.2. (#)Do evaluation profiles incorporate all appropriate requirements set forth in the applicable AFI 11-2MDS Vol. 2? (para 4.7.)

A1.12.1.2.3. (#) Do flight evaluation profiles reflect unit tasking and daily training missions? Are they realistic and incorporate current tactics? (para 4.7.)

A1.12.1.2.4. How does OGV ensure standardization among squadrons and squadron assigned flight examiners? (para 3.3.1.)

A1.12.1.2.5. Are flight publications reviewed for currency and proper posting as a requisite to each QUAL evaluation? (para 4.1.1.1.)

A1.12.1.2.6. (#) Is an EPE accomplished for all QUAL evaluations? (If required by MDS specific Vol. 2) (para 4.6.5.1.)

A1.12.1.2.7. (#) Is one EPE being accomplished for each combined evaluation (one for INST/QUAL or INST/QUAL/MSN evaluations)? (para 4.6.5.1.)

A1.12.1.2.8. (#) Are unusual attitude recoveries evaluated during all EPEs for pilots? (if required by 11-2MDS Vol 2)

A1.12.1.2.9. (#) For unsatisfactory EPEs, is the examinee placed in supervised status until a successful recheck is accomplished? How is it documented? (para 4.6.5.5.)

A1.12.1.2.10. Are initial instructor evaluations accomplished on actual instructional missions whenever possible? (para 4.3.4.)

A1.12.1.2.11. Are crewmembers designated as instructors evaluated on their ability to instruct during recurring evaluations? Is it documented on the AF Form 8? (para 4.3.4.)

A1.12.1.2.12. Do FE's immediately (i.e. as soon as practical) notify the examinee's squadron commander/operations officer/flight commander of evaluations graded less than Q-1? (para 3.5.8.3.)

A1.12.1.2.13. (#) Are crewmembers who "Q-3" an evaluation put in a supervised status? Are crewmembers who are assigned additional training following a "Q-2" put in supervised status until completion of additional training? How is it documented? (paras 4.12.3.1, 4.9.1.5.)

A1.12.1.2.14. (#) Is additional training accomplished and documented by the last day of the second month (ANG-last day of the third month) following the date of the discrepancy? How is it documented? (para 4.10.)

A1.12.1.2.15. (#) Are crewmembers who "Q-3" an instrument, qualification, or mission evaluation downgraded to NMR/non-CMR? How is it documented? (para 4.12.2.)

A1.12.1.2.16. (#) Are crewmembers who "Q-3" a mission evaluation downgraded to NMR/non-CMR and only permitted to perform basic INSTM/QUAL tasks unless specifically restricted? How is it documented? (para 4.12.3.2.)

A1.12.1.2.17. Are approaches flown at non-U.S. airfields or bases other than home base during instrument evaluations, if practical? (if required by 11-2MDS Vol 2)

A1.12.1.3. Supplementary Evaluations

A1.12.1.3.1. Does the OG/CC direct supplementary evaluations as needed? (para 3.1.6.)

A1.12.1.3.2. Are supplementary evaluations conducted of unit operational procedures and training programs? For example: Aero Club, Instrument Refresher Course, Simulator Program, Supervisor of Flying Program, Intelligence Training, Weapons/Tactics Training, Functional Check Flight Program, ATC/Base Ops/Weather, Squadron Stan/Eval Programs, or any other area of interest under the OG/CC. (Optional) (para 3.3.1.5.1.)

A1.12.1.3.3. Are in-flight supplementary evaluations conducted to evaluate compliance with special interest items, review trend data, and/or verify other areas of interest as determined by Commanders? (Optional) (para 3.3.1.5.2.)

A1.12.1.3.4. Is the conduct of supplemental evaluations addressed in the unit's local supplement to 11-202 Vol. 2? (Optional) (A4.1.4.)

A1.12.1.3.5. Does OGV perform supplementary evaluations as directed by the OG/CC? (paras 3.3.1.5.1, 3.3.1.5.4, and the local supplement)

A1.12.1.3.6. If conducted, are supplemental evaluation results documented in SEB minutes? (3.3.1.5.4.7.)

A1.12.1.4. No-Notice Program

A1.12.1.4.1. (#) Is the no-notice program published in the unit supplement? (paras 4.4.3.1.1., A4.2.3.)

A1.12.1.4.2. Are no-notice goals established in the unit supplement? (paras 4.4.3.1.1., A4.2.3.)

A1.12.1.4.3. Are squadrons meeting no-notice goals? (para 4.4.3.1.1.)

A1.12.1.4.4. Is care taken to ensure no-notice evaluations are not being administered in a frequent and redundant manner just to meet goals established in the unit supplement? (para 4.4.3.1.2.)

A1.12.1.4.5. Has careful attention been paid to ensure the same aircrew members are not receiving no-notice evaluations? (para 4.4.3.1.2.)

A1.12.1.5. Aircrew Examinations

A1.12.1.5.1. (#) Do Stan/Eval personnel maintain positive control of all required exams and applicable answer sheets? (para 5.2)

A1.12.1.5.2. Does OGV document the group examination program including procedures for reviewing and updating exams in their unit supplement? (paras 5.3.3, 5.3.4.)

A1.12.1.5.3. Are graded exam answer sheets/computer records retained until an AF Form 8 is complete? (para 5.3.2.)

A1.12.1.5.4. Are open book subject areas and the publications used to generate the exam made available to aircrew? (para 5.4.1.)

A1.12.1.5.5. (#) Do open and closed book exams contain at least 40 questions unless otherwise specified by 11-MDS specific Vol. 2? (para 5.4.3.)

A1.12.1.5.6. (#) Is an independent Boldface/CAPS exam given in conjunction with all closed book exams for aircrew with published Boldface/CAPS? (Can be given in conjunction with an EPE) (para 5.5.1.1.)

A1.12.1.5.7. (#) Is the IRC test administered IAW AFMAN 11-210 and contain a minimum of 50 questions? (para 4.3.1.)

A1.12.1.5.8. Do all pilots, navigators, WSOs, and EWOs attend IRC and complete the instrument examination? (N/A for EWOs without navigation instrumentation). (para 5.6.1.)

A1.12.1.5.9. Is there a minimum of 2 requisite exams for each crew position? (para 5.7.1.)

A1.12.1.5.10. Are at least 50% of the questions changed each year? (para 5.7.2.)

A1.12.1.5.11. (#) Has the flight surgeon completed the required examination prior to their first flight and at least every 17 months? (para 5.8.)

A1.12.1.5.12. Is the flight surgeon exam documented in AFORM's or on an AF Form 8? (para 5.8.1.)

A1.12.1.5.13. (#) Are Boldface/CAPS exams accomplished monthly? How is it documented? (para 5.9.1.)

A1.12.1.5.14. (#) Has the unit developed procedures for off-station aircrews to ensure compliance with 5.9.1? (para 5.9.1.1.)

A1.12.1.5.15. Has the unit conducted semi-annual testing with an exam of at least 25 questions? (para 5.9.2.)

A1.12.1.5.16. Were the results (including percentage of aircrews tested) reported in the SEB minutes? (para 5.9.2.)

A1.12.1.5.17. Is the passing grade for all boldface/critical action procedures exams 100 percent? (para 5.10.)

A1.12.1.5.18. Is the minimum passing grade for all other exams 85 percent? (para 5.10.)

A1.12.1.5.19. Are all exams graded prior to the individual's next flight? (para 5.10.)

A1.12.1.5.20. (#) Are aircrew members who fail a Boldface/CAP's exam grounded until a successful reexamination is accomplished? How is it documented? (para 5.11.1.)

A1.12.1.5.21. (#) If an individual fails an open book, closed book, or instrument written examination, is he/she placed in supervised status until successful re-testing is complete? How is it documented? (para 5.11.2.)

A1.12.1.5.22. Are aircrew who fail an exam afforded adequate study time and then given an alternate test? (para 5.11.3.)

A1.12.1.6. Trend Analysis

A1.12.1.6.1. (#) Does OGV establish and maintain a trend program? Is it published in the unit supplement? How are aircrews notified of trends? (paras 3.3.1.4, 3.3.1.4.4.)

A1.12.1.6.2. Does the unit supplement define trends to include a minimum sample size and percentages that constitute a trend? (para 3.3.1.4.4.1.)

A1.12.1.6.3. Does OGV incorporate trend information from all pertinent sources, including daily ground or flight training, all evaluations and written examinations, etc., into the overall trend analysis program? (para 3.3.1.4.1.1.)

A1.12.1.6.4. Do units with more than one MDS combine discrepancies common to all aircraft/aircrews to determine trends? (e.g. instrument procedures) (para 3.3.1.4.2.)

A1.12.1.6.5. (#) When trends are noted, does OGV recommend corrective action and assign an OPR/OCR, report trends and status to the unit CC during the SEB until closed? NOTE: Trend data should be maintained for one year. (para 3.3.1.4.4.)

A1.12.1.6.6. (#) Are corrective actions appropriate for eliminating the trends? (para 3.3.1.4.4.)

A1.12.1.7. Stan/Eval Board

A1.12.1.7.1. Does the SEB meet at least semiannually and NLT 30 days after the end of the half? (paras 3.3.1.6.1, 3.3.1.6.3)

A1.12.1.7.2. Is the SEB chaired by the OG/CC or their designated representative. Do SQ/CC's and as many unit SEFE's as possible attend the SEB?

A1.12.1.7.3. Are SEB minutes published IAW Atch 2 and contain as a minimum: attendance, manning, evaluation summary, examination summary, all waivers/extensions, trends, no-notice results, AF Form 847 program, and sup eval results? (para 3.3.1.6.)

A1.12.1.7.4. (#) Does the OG/CC approve the minutes? (para 3.3.1.6.4.)

A1.12.1.7.5. Are SEB Minutes sent to the correct addressees? (para 3.3.1.6.5.)

A1.12.1.8. FCIF Program

A1.12.1.8.1. (#) Is the unit Stan/Eval function [OGV] responsible for FCIF standardization for subordinate flying organizations? (paras 6.3.1., 3.3.1.7.)

A1.12.1.8.2. (#) Is the unit Stan/Eval function [OGV] the focal point for any information inserted into the FCIF? Has the OG/CC approved all FCIF items? (para 6.3.1.2.)

A1.12.1.8.3. Are all volumes labeled and numbered correctly? (para 6.3.3.)

(Vol. I, Part A - Index)

A1.12.1.8.4. Does OGV publish the table of contents in Part A, Vol. I? Is it up-to-date? (para 6.3.1.)

A1.12.1.8.5. Does the table of contents list, as a minimum, all material contained in Volumes I-VI? Dates, sups, changes, etc. not required in index, but good idea. (Must be up to date if included) (para 6.3.3.2.1.)

(Vol I, Part B – Safety of Flight (Go/No-Go Items))

A1.12.1.8.6. (#) Does Part B contain messages and directives of a temporary nature directly pertinent to the safe conduct of daily flying activities? (para 6.3.3.2.1.)

A1.12.1.8.7. Does part B have a numerical index of current and rescinded FCIF items? (para 6.3.3.2.2.) NOTE: Should be OGV controlled.

A1.12.1.8.8. Does the index have a control number, date distributed, suspense date for removal, title, OPR, date rescinded, and disposition? (para 6.3.3.2.2.1.)

A1.12.1.8.9. Does each FCIF item have (as a minimum): a control number, post NLT date, date posted, and suspense date? (para .3.3.5.)

A1.12.1.8.10. Does the suspense date also serve as a review date (optional)? (para 6.3.3.5.5.1.)

A1.12.1.8.11. Are FCIF's filed in reverse numerical sequence with the latest item on top? (para 6.3.3.2.2.)

A1.12.1.8.12. (#) Are the FCIF's in Part B maintained up-to-date IAW the most recent index letter? (para 6.3.3.2.2.)

A1.12.1.8.13. (#) Are classified entries cross referenced? (para 6.3.3.2.2.2.)

A1.12.1.8.14. To prevent overwhelming the crew members with unnecessary details, are salient points extracted from lengthy documents or highlighted (as necessary)? (para 6.3.3.5.)

(Vol I, Part C – General Read File)

A1.12.1.8.15. (#) Does Part C consist of FCIF items containing current operations guidance, which are not critical, nor part of the Go/No-Go system? (6.3.3.2.3.)

A1.12.1.8.16. Are Part C items filed in reverse numerical order and IAW the index letter? (6.3.3.2.3.2.)

(Vol II-III -- Publications (II-AFI's & MAJCOM SUPs, III-MAJCOM/NAF/Local Directives))

A1.12.1.8.17. (#) Do Vols. II-III contain the required publications IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (paras 6.3.3.3.1, 6.3.3.3.2.)

A1.12.1.8.18. (#) Are all publications current, and all changes, sups, and IMC's posted correctly? (6.3.1.)

(Vol IV -- Flight Manuals, Checklists, Aircrew Aids, Technical Orders)

A1.12.1.8.19. (#) Does Vol. IV contain applicable flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling T.O.s and locally prepared aids, IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (para 6.3.3.3.3.)

A1.12.1.8.20. (#) Are all Tech Orders, flight manuals, etc., current; are all changes, sups, and IMC's posted correctly? (para 6.3.1)

A1.12.1.8.21. (#) For aircraft designated as "Class 2" in the USAF Aircraft Weight and Balance Classifications is a copy of each canned DD Form 365-4 for the standardized loads maintained in Vol. IV? (Optional) (para 6.3.3.3.3.11.)

A1.12.1.8.22. Do units using pre-computed weight and balance forms file them in Vol. IV? (Optional) (para 6.3.3.3.3.12.)

(Vol V-- Flight Safety Information (optional))

A1.12.1.8.23. Is Vol. V reserved for the unit/squadron safety officer? (6.3.3.3.4.)

A1.12.1.8.24. Are items for the volume submitted to the unit/squadron safety officer for approval? (6.3.3.3.4.)

A1.12.1.9. Go/No-Go Program

A1.12.1.9.1. (#) Has OGV established a positive control system that ensures aircrew members have met all requirements before flight and published it in the unit supplement? (para 6.4.)

A1.12.1.9.2. Do squadrons use PACAF Form 329, FCIF card, or a wing approved FCIF card, to ensure aircrew read FCIF's prior to flight? (para 6.3.3.7.1.)

A1.12.1.9.3. (#) Does the wing-approved card include blocks for all Go/No-Go items? (para 6.3.3.7.1.2.)

A1.12.1.9.4. (#) Does the program provide crewmembers with essential information required to safely perform their next mission and prevent aircrew members from flying who are DNIF/medically disqualified (e.g., immunizations, physiological training, blood donations, dental treatments)? (paras 6.4.1.1, 6.4.1.2.)

A1.12.1.9.5. (#) Has the unit provided for confirmation of FCIF Vol., Part B currency of visiting crew-members? How? (para 6.4.1.3.)

A1.12.1.9.6. (#) Is a designated person(s) used to verify GO/NO-GO status prior to releasing the aircrews for a mission? (NOTE: Can be AC for crew aircraft) (para 6.4.1.4.)

A1.12.1.9.7. (#) Is there a procedure to notify off-station aircrews of new Vol. I, Part B FCIF items prior to the aircrews next takeoff? (para 6.3.3.7.5.)

A1.12.1.10. AF Form 847 Program

A1.12.1.10.1. Does the unit have an AF Form 847 program? Is it IAW AFI 11-215? (para 3.3.1.8.)

A1.12.1.10.2. Are the procedures published in the unit supplement? (A4.1.8.)

A1.13. SQUADRON PROGRAMS (AFI 11-202, Vol 2, as supplemented) (OPR: PACAF/DOTV)

A1.13.1. Stan/Eval Organization and Manning

A1.13.1.1. Is the squadron commander a flight examiner (FE)(N/A ANG)? (para 3.5.2.2.)

A1.13.1.2. Does the squadron commander attend as many evaluation critiques as practical? (para 3.4.)

A1.13.1.3. (#) Is the Chief of Stan/Eval an FE who works directly for the SQ/CC? (para 3.4.9.)

A1.13.1.4. Does squadron FE manning not exceed 3 per crew position (5 for non-fighter)? (para 3.5.3.1.)

A1.13.1.5. (#) Does the OG/CC or SQ/CC designate all flight examiners in writing? Is it documented by AFORMS or a letter of certification and reported in the SEB minutes? (para 3.5.2.)

A1.13.1.6. (#) Are FEs nominated by the SQ/CC, approved for entry into the FE upgrade by the OG/CC, and designated by the OG/CC upon successful completion of all unit defined upgrade events? How is it documented? (para 3.5.2.1.)

A1.13.2. Flight Evaluation Folders

A1.13.2.1. Is a certified AFORMS product or a Letter of Certification signed by the official authorized to approve AF Form 8s, or other appropriate authority designated in writing, on file for special qualifications/authorizations? (A4.6.)

A1.13.2.2. (#) Does the squadron maintain a FEF for all personnel assigned and attached to the squadron for flying? (NOTE: Verify against letter of X's or AF Form 1381) (para 3.4.3.)

A1.13.2.3. (#) Are all crewmembers current in all required evaluations? (NOTE: Compare check-ride zone letter to Form 8s in FEF.) (para 4.3.)

A1.13.2.4. (#) Have all MR and designated MC crewmembers completed a mission evaluation? Was it in the zone? (para 4.3.)

A1.13.2.5. (#) Are crewmembers with multiple aircraft qualifications receiving mission evaluations in their primary assigned aircraft? (para 4.3)

A1.13.2.6. (#) Do FEs post a temporary flight evaluation certificate in the FEF while the AF Form 8 is processed? (para 6.1.5.)

A1.13.2.7. (#) Is the FEF maintained by the organization to which the individual is assigned or attached for flying? (A4.1.)

A1.13.2.8. (#) Is an initial FEF review accomplished for newly assigned crewmembers? How is it documented? (A4.4.)

A1.13.2.9. Is there a locally developed procedure to ensure all approvals and reviews are accomplished and Forms 8 are filed:

A1.13.2.9.1. Within 60 calendar days of the date completed for active units? (para 6.1.5.1.)

A1.13.2.9.2. Within 60 days of the date completed or the next UTA, whichever occurs last for ANG? (para 6.1.5.1.)

A1.13.2.10. (#) Is the FEF reviewed annually? (A4.4.)

A1.13.2.11. Is the annual review documented as a one-line entry on the AF Fm 942? (A4.2.1.4)

A1.13.2.12. (#) Are discrepancies documented on a MFR and filed chronologically in section II with the AF Form 8s? (A4.4.)

A1.13.3. Evaluations

A1.13.3.1. (#) Are FE's using evaluation profiles designed and maintained by OGV, as outlined in the applicable AFI 11-2 MDS Vol. 2, for each MDS and crew position? (para 3.3.1.3.)

A1.13.3.2. (#) Do evaluation profiles incorporate all appropriate requirements set forth in the applicable AFI 11-2MDS Vol. 2? (para 4.7.)

A1.13.3.3. (#) Do flight evaluation profiles reflect unit tasking and daily training missions? Are they realistic and do they incorporate current tactics? (para 4.7.)

A1.13.3.4. Are flight publications reviewed for currency and proper posting as a requisite to each QUAL evaluation? (para 4.1.1.1.)

A1.13.3.5. (#) Is one EPE being accomplished for each combined evaluation (one for INSTM/ QUAL or INSTM/QUAL/MSN evaluation)? (para 4.6.5.1.)

A1.13.3.6. (#) Do FE's conduct a separate EPE for all INSTM/QUAL and MSN evaluations? (N/ A E-3, C/KC-135.) (para 4.6.5.1.)

A1.13.3.7. (#) Are unusual attitude recoveries evaluated during all EPE's for pilots, if required by AFI 11-2MDS, Vol 2? (11-2MDS, Vol 2)

A1.13.3.8. (#) For unsatisfactory EPE's, is the examinee placed in supervised status until a successful recheck is accomplished? How is it documented? (para 4.6.5.5.)

A1.13.3.9. Are initial instructor evaluations accomplished on actual instructional missions whenever possible? (para 4.3.4.)

A1.13.3.10. Are crewmembers designated as instructors evaluated on their ability to instruct during recurring evaluations? Is it documented on the AF Form 8? (para 4.3.4.)

A1.13.3.11. Do FE's immediately notify the examinee's squadron commander/operations officer/ flight commander of evaluations graded less than Q1? (para 3.5.8.3.)

A1.13.3.12. (#) Are crewmembers who "Q-3" an evaluation put in a supervised status? Are crewmembers who are assigned additional training following a "Q-2" put in supervised status until completion of additional training? How is it documented? (para 4.12.3.1.)

A1.13.3.13. (#) Is additional training accomplished and documented by the last day of the 2nd month following the date of the discrepancy? How is this documented? (para 4.10.)

A1.13.3.14. (#) Are crewmembers who "Q-3" an instrument, qualification, or mission evaluation downgraded to non-MR/CMR/BMC/BAQ? How is this documented? (para 4.12.2.)

A1.13.3.15. (#) Are crewmembers who "Q-3" a mission evaluation downgraded to non-MR and only permitted to perform basic qual/instrument tasks unless specifically restricted? How is this documented? (para 4.12.3.2.)

A1.13.3.16. Are approaches flown at non-US airfields or bases other than home base during instrument evaluations, if practical? (11-2MDS Vol 2)

A1.13.3.17. (#) Are Boldface/CAPS exams accomplished monthly? How is it documented? (para 5.9.1.)

A1.13.4. Go/No-Go

A1.13.4.1. Do squadrons use PACAF Form 329, FCIF card, or a wing approved FCIF card, to ensure aircrew read FCIF's prior to flight? (para 6.3.3.7.1.)

A1.13.4.2. (#) Does the wing-approved card include blocks for all Go/No-Go items? (para 6.3.3.7.1.2.)

A1.13.4.3. (#) Does the program provide crewmembers with essential information required to safely perform their next mission and prevent aircrew members from flying who are DNIF/medically disqualified (e.g., immunizations, physiological training, blood donations, dental treatments)? (paras 6.4.1.1, 6.4.1.2.)

A1.13.4.4. (#) Has the unit provided for confirmation of FCIF Vol. , Part B currency of visiting crew members? How? (para 6.4.1.3.)

A1.13.4.5. (#) Is a designated person(s) used to verify GO/NO-GO status prior to releasing the aircrews for a mission? (Can be AC for crew aircraft) (para 6.4.1.4.)

A1.13.4.6. (#) Is there a procedure to notify off-station aircrews of new Vol. I, Part B FCIF items prior to the aircrews next takeoff? (para 6.3.3.7.5.)

A1.13.5. FCIF Library

A1.13.5.1. (#) Is the unit Stan/Eval function [OGV] the focal point for any information inserted into the FCIF? Has the OG/CC approved all FCIF items? (para 6.3.1.2.)

A1.13.5.2. Are all volumes labeled and numbered correctly? (para 6.3.3.)

(Vol I, Part A -- Index)

A1.13.5.3. Does OGV publish the table of contents in Part A, Vol. I? Is it up-to-date? (para 6.3.1.)

A1.13.5.4. Does the table of contents list, as a minimum, all material contained in Volumes I-V? (NOTE: Dates, sups, changes, etc. not required in index, but good idea. Must be up to date if included.)(para 6.3.3.2.1.)

(Vol I, Part B – Safety of Flight (Go/No-Go Items))

A1.13.5.5. (#) Does Part B contain messages and directives of a temporary nature directly pertinent to the safe conduct of daily flying activities? (para 6.3.3.2.1.)

A1.13.5.6. Does part B have a numerical index of current and rescinded FCIF items? (para 6.3.3.2.2.)

A1.13.5.7. Does index have control number, date distributed, suspense date for removal, title, OPR, date rescinded, and disposition? (para 6.3.3.2.2.1.)

A1.13.5.8. Does each FCIF item have (as a minimum): a control number, post NLT date, date posted, and suspense date? (para 6.3.3.5.)

A1.13.5.9. Does the suspense date also serve as a review date? (para 6.3.3.5.5.1.)

A1.13.5.10. Are FCIFs filed in reverse numerical sequence with the latest item on top? (para 6.3.3.2.2.)

A1.13.5.11. (#) Are the FCIF's in Part B maintained up-to-date IAW the most recent index letter? (para 6.3.3.2.3.1.)

A1.13.5.12. (#) Are classified entries cross-referenced? (para 6.3.3.2.2.1)

A1.13.5.13. To prevent overwhelming the crew members with unnecessary details, are salient points extracted from lengthy documents or highlighted (as necessary)? (para 6.3.3.5.)

(Vol I, Part C – General Read File)

A1.13.5.14. (#) Does Part C consist of FCIF items containing current operations guidance, which are not critical, nor part of the Go/No-Go system? (para 6.3.3.2.3.)

A1.13.5.15. Are Part C items filed in reverse numerical order and IAW the index letter? (para 6.3.3.2.3.2.)

(Vol II-III -- Publications (II-AFI's & MAJCOM SUP's, III-MAJCOM/NAF/Local Directives))

A1.13.5.16. Do Vols. II-III contain the required publications IAW AFI 11-202 Vol. 2, , and the index letter? (para 6.3.3.)

A1.13.5.17. (#) Are all publications current, and all changes, sups, and IMC's posted correctly? (para 6.3.3.3.1.)

(Vol IV -- Flight Manuals, Checklists, Aircrew Aids, Technical Orders)

A1.13.5.18. (#) Does Vol. IV contain flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling T.O.s and locally prepared aids, IAW AFI 11-202 Vol. 2, , and the index letter? (para 6.3.3)

A1.13.5.19. (#) Are all Tech Orders, flight manuals, etc., current; are all changes, sups, and IMC's posted correctly?

A1.13.5.20. (#) For aircraft designated as "Class 2" in the USAF Aircraft Weight and Balance Classifications is a copy of each canned DD Form 365-4 for the standardized loads maintained in Vol. IV? (Optional) (para 6.3.3.3.3.11.)

A1.13.5.21. Do units using pre-computed weight and balance forms file them in Vol. IV? (Optional) (6.3.3.3.3.12)

(Vol V -- Flight Safety Information (optional))

A1.13.5.22. (#) Is Vol. V reserved for the unit/squadron safety officer? (para 6.3.3.3.4.)

A1.13.5.23. Are items for the volume submitted to the unit/squadron safety officer for approval? (para 6.3.3.3.4.)

A1.13.6. Trends

A1.13.6.1. (#) How does the squadron assist in managing the unit Stan/Eval trend program? (para 3.4.4.)

A1.13.6.2. (#) How is trend data compiled as outlined under the wing program? (para 3.3.1.4.1.1.)

A1.13.6.3. (#) How are aircrews notified of trend data? (para 3.4.4.)

A1.13.7. Briefing Facilities

A1.13.7.1. Are briefing rooms well lighted and large enough to comfortably seat all flight members? (A4.5.3)

A1.13.7.2. Are briefing rooms IAW the local chapter 7 supplement? Are all required items present and current? (A4.5.3)

A1.13.8. No-Notice Program

A1.13.8.1. (#) Does the squadron execute the no-notice program IAW the unit supplement? (para 4.4.3.)

A1.13.8.2. (#) Are aircrew members notified of the no-notice evaluation at or after the beginning of normal preparation time for the mission? (para 4.4.3.)

A1.13.8.3. Are no-notice evaluations distributed proportionately among aircrew positions, weapons systems, and type check? (para 4.4.3.1.2)

A1.13.8.4. (#) Are units meeting established goals for no-notice evaluations? (para 4.4.3.1.2.)

A1.13.9. 847 Program

A1.13.9.1. (#) Is there an active 847 program? Are aircrew members actively encouraged to submit 847s? (A4.1.8)

A1.13.9.2. Are 847s prominently displayed to make submissions easy? (A4.1.8)

A1.13.9.3. Are pending 847s maintained on file and reviewed periodically to monitor progress of specific AF Form 847s? (A4.1.8)

A1.14. AIRCREW OPERATIONS AND TRAINING (AFI 11-2MDS, Vol 1) (OPR: PACAF/DOTT)

A1.14.1. Unless specifically directed, does the SQ/CC, or designated representative, determine the level of supervision necessary to accomplish the required training?

A1.14.2. Does the wing/group designate the training level to which each RPI-6 flyer (ANG: all flyers including RPI-8) will train? (Chap 1)

A1.14.3. Does the wing/group review programs and manning position designations annually (ANG: HQ ACC/DOT)? (Chap 1)

A1.14.4. Does the wing/group (if applicable) forward supplements to this instruction and other supporting documents to PACAF for review? (Chap 1)

A1.14.4.1. Does the wing/group review supplements annually? (Chap 1)

A1.14.5. Does the wing/group identify training shortfalls that adversely impact combat capability through appropriate channels? (Chap 1)

A1.14.6. (#) Does the squadron supervision review training and evaluation records of newly assigned crewmembers and those completing formal training to determine the training required for them to achieve BMC or CMR and to ensure provisions of this instruction have been met? (Chap 1)

A1.14.7. Does the squadron supervision ensure that RAP sorties focus on development of combat skills essential to the unit's mission? (Chap 1)

A1.14.8. (#) Does the squadron supervision determine missions/events in which individual BMC crewmembers will maintain qualification versus familiarization? (Chap 1)

   A1.14.8.1. Does the squadron supervision determine utilization of BMC crewmembers? (Chap 1)

A1.14.9. (#) Does the squadron supervision determine how many and which BMC and CMR crewmembers will carry special capabilities/qualifications? (Chap 1)

A1.14.10. Does the squadron supervision determine breadth and depth of supervisory review of armament recordings? (Chap 1)

A1.14.11. (#) Does the squadron supervision monitor individual assigned/attached crewmember currencies and requirements? (Chap 1)

   A1.14.11.1. (#) Does the squadron supervision ensure crewmembers only participate in sorties, events, and tasks for which they are adequately prepared, trained, and current? (Chap 1)

   A1.14.11.2. (#) Unless specifically directed, does the SQ/CC determine the level of supervision necessary to accomplish the required training? (Chap 1)

A1.14.12. Does the SQ/CC place highest priority on training designated aircrews to CMR? (Chap 1)

A1.14.13. Does the unit maintain crewmember records for individual training and evaluations IAW AFI 11-401; AFMAN 37-139, Table 36-44; ACCR 50-31 (ACCI 11-464); AFM 171-190, Volume 2, Sections A through K; and appropriate MAJCOM directives? (Chap 1)

A1.14.14. (#) Does the unit track the following information for all crewmembers (as applicable)?

   A1.14.14.1. Ground training?

   A1.14.14.2. Requirements and accomplishment of individual sorties, RAP sortie types, and events cumulatively for the training cycle?

   A1.14.14.3. RAP sortie requirements and accomplishment using 1-month and 3-month running totals for lookback? (Chap 1)

   A1.14.14.4. Currencies? (Chap 1)

   A1.14.14.5. Weapons employment records in sufficient detail to document all employment attempts as well as to compute Circular Error Probable (CEP) and event hit percentage histories? (Chap 1)

A1.14.15. (#) Do units, as a guide, review the following AVTR items: Titling, weapons parameters, accuracy, identification procedures, fragmentation clearance, adherence to Training Rules, communications procedures and discipline, flight discipline, proper Anti-G Straining Maneuver IAW paragraph 4.13, tactical employment, and instrument approaches? (Chap 1)

A1.14.16. Does the unit submit an annual report of all incomplete training to MAJCOM/DOT/XOF (info copy to NAF/DO)? (Chap 1)

   A1.14.16.1. Does the unit forward their specific shortfalls/limfacs to HQ PACAF/DOT each quarter during the training cycle IAW the RAP Tasking Message (if applicable)?

A1.14.17. Do all local IQT checkout programs receive appropriate HHQ approval? (Chap 2)

A1.14.17.1. Are all IQT training programs completed within the time specified by the syllabus? (Chap 2)

A1.14.17.2. If an IQT program goes over the specified time limit, does the unit notify the HQ PACAF/DO with applicable information? (Chap 2)

A1.14.18. (#) Does the unit ensure MQT programs are complete within 90 calendar days? (ANG: 120 days) (Chap 3)

A1.14.18.1. Does the unit ensure initial verification/certification, AAR, and initial CW flight training (as applicable) is complete NLT 90 days from MQT certification, and if not, are the aircrews regressed to N-CMR/N-BMC? (Chap 3)

A1.14.19. (#) Does every training device mission include selected critical action emergency procedures and unusual attitude/inadvertent weather entry procedures? (Chap 3)

A1.14.20. (#) Is physiological training conducted IAW AFI 11-403 and PACAF supplements? (Chap 4)

A1.14.21. (#) Is situational emergency procedures training (SEPT) accomplished each calendar month? (Chap 4)

A1.14.21.1. Are aircrews who fail to accomplish SEPT by the end of the month, grounded until the training is complete? (Chap 4)

A1.14.21.2. Are SEPT scenarios developed using mishaps/incidents as baseline cases? (Chap 4)

A1.14.21.3. Does each SEPT session discuss at least two EPs for each phase of flight? (Chap 4)

A1.14.21.4. Does each aircrew accomplish at least two SEPTs each training period (annual) with an IP or squadron supervisor? (Chap 4)

A1.14.22. (#) Does the unit have a process to ensure aircrews do not fly sorties/events in which they are not current except for the purpose of regaining currency? (Chap 4)

A1.14.23. Does the unit use a process to ensure that aircrews do not fly sorties/events in which they are not current and that non-current aircrews receive appropriate supervision while regaining currency? (Chap 4)

A1.14.24. Does the SQ/CC determine the minimum number/type of training device continuation training (CT) missions that require supervision? (Chap 4)

A1.14.25. (#) Do BAQ crewmembers fly a supervised sortie (squadron supervisor or IP) at least once every 60 calendar days. In addition, if a BAQ crewmember does not fly for 21 days (inexperienced) or 30 days (experienced), is the next sortie flown with a squadron supervisor or an IP? (Chap 4)

A1.14.25.1. Are BAQ crewmembers that remain in BAQ status for more than 6 months grounded (except general officers above wing level)? (Chap 4)

A1.14.26. (#) Do CMR/BMC aircrews maintain sortie rate (lookback) IAW Table 1.1. and paragraph 4.7.? (Chap 4)

A1.14.26.1. If CMR/BMC aircrews do not meet 3-month lookback requirements, are they regressed to N-CMR/N-BMC status (or one-month probation), removed from a CMR/BMC manning position, or action initiated to remove them from flying status? (Chap 4)

A1.14.26.2. (#) Do CMR/BMC aircrews regressed to N-CMR/N-BMC for lookback complete a SQ/CC approved recertification program and meet the subsequent 1-month lookback requirement prior to reclaiming CMR/BMC status? (Chap 4)

A1.14.27. (#) Do CMR/BMC aircrews accomplish RAP sorties, mission types, and events including weapons qualification IAW AFI 11-2MDS, Vol. 1, and the PACAF RAP Tasking Message? (Chap 4)

A1.14.28. (#) Do CMR aircrews accomplish Ground Training IAW Table 4.1? (Chap 4)

A1.14.29. Do CMR aircrews accomplish Verification IAW paragraph 4.2.7? (Chap 4)

A1.14.30. Does the squadron supervision ensure adequate continuity and supervision of individual training needs, experience, and proficiencies of assigned/attached pilots?

A1.14.31. Does the squadron supervision review training and evaluation records of newly assigned crewmembers and those completing formal training to determine the training required for them to achieve BMC or CMR and to ensure provisions of this instruction have been met?

A1.14.32. Does the squadron supervision ensure RAP missions are oriented to developing basic combat skills or practicing tactical employment simulating conditions anticipated in the unit mission and provide guidance to ensure only effective RAP missions are logged as RAP sorties?

A1.14.33. Does the squadron supervision determine missions/events in which individual BMC crewmembers will maintain qualification versus familiarization?

A1.14.34. Does the squadron supervision determine utilization of BMC crewmembers?

A1.14.35. Does the squadron supervision determine how many and which BMC and CMR crewmembers will carry special capabilities/qualifications?

A1.14.36. Does the squadron supervision determine breadth and depth of supervisory review of armament recordings?

A1.14.37. Does the squadron supervision monitor individual assigned/attached crewmember currencies and requirements?

A1.14.38. Does the squadron supervision ensure crewmembers only participate in sorties, events, and tasks for which they are adequately prepared, trained, and current?

A1.14.39. Does the SQ/CC place highest priority on training designated aircrews to CMR?

A1.14.40. Does the unit maintain crew member records for individual training and evaluations IAW AFI 11-401; AFMAN 37-139, table 36-44, and appropriate MAJCOM directives?

A1.14.41. Does the unit track the following information for all crewmembers (as applicable)?

A1.14.41.1. Ground training?

A1.14.41.2. Requirements and accomplishment of individual sorties, RAP sortie types, and events cumulatively for the training cycle?

A1.14.41.3. (#) RAP sortie requirements and accomplishment using 1-month and 3-month running totals for lookback?

A1.14.41.4. (#) Currencies?

A1.14.42. Weapons employment records in sufficient detail to document all employment attempts as well as to compute Circular Error Probable (CEP) and event hit percentage histories?

A1.14.43. Do units, as a guide, review the following AVTR items: Titling, weapons parameters, accuracy, identification procedures, fragmentation clearance, adherence to Training Rules, communications procedures and discipline, flight discipline, proper Anti-G Straining Maneuver IAW paragraph 4.13, tactical employment, and instrument approaches?

A1.14.44. Does the unit submit an annual report of all incomplete training to PACAF/DOT?

A1.14.44.1. Does the unit forward their specific shortfalls/limfacs to HQ PACAF/DOT each quarter during the training cycle IAW the RAP Tasking Message (if applicable)?

A1.14.45. (#) Do all local IQT checkout programs receive appropriate HHQ approval?

A1.14.45.1. Are all IQT training programs completed within the time specified by the syllabus? (AFI 202 Vol. 1, para 2.4.)

A1.14.45.2. If an IQT program goes over the specified time limit, does the unit notify the HQ PACAF/DO with applicable information?

A1.14.46. Does the unit ensure MQT programs are complete within 90 calendar days?

A1.14.46.1. Does the unit ensure initial verification/certification, AAR, and initial CW flight training (as applicable) is complete NLT 90 days from MQT certification, and if not, are the aircrews regressed to N-CMR/N-BMC?

A1.14.47. (#) Does every training device mission include selected critical action emergency procedures and unusual attitude/inadvertent weather entry procedures?

A1.14.48. (#) Is physiological training conducted IAW AFI 11-403 and PACAF supplements? (AFI 11-403)

A1.14.49. (#) Is situational emergency procedures training (SEPT) accomplished each calendar month?

A1.14.49.1. (#) Are aircrews who fail to accomplish SEPT by the end of the month, grounded until the training is complete?

A1.14.49.2. Is the SQ/CC involved in the selection of a monthly SEPT topic?

A1.14.49.3. Are SEPT scenarios developed using mishaps/incidents as baseline cases?

A1.14.49.4. Does each SEPT session discuss at least two EPs for each phase of flight?

A1.14.49.5. Does each aircrew accomplish at least two SEPTs each training period (annual) with an IP or squadron supervisor?

A1.14.50. (#) Does the unit have a process to ensure aircrews do not fly sorties/events in which they are not current except for the purpose of regaining currency?

A1.14.50.1. (#) Do all units follow recurrency guidelines in AFI 11-2MDS, Vol. 1 series, for aircrews who lose currency in a sortie/event?

A1.14.51. Does the SQ/CC determine the minimum number/type of training device continuation training (CT) missions that require supervision?

A1.14.52. Do BAQ crewmembers fly a supervised sortie (squadron supervisor or IP) at least once every 60 calendar days. In addition, if a BAQ crewmember does not fly for 21 days (inexperienced) or 30 days (experienced), is the next sortie flown with a squadron supervisor or an IP?

A1.14.52.1. Are BAQ crewmembers that remain in BAQ status for more than 6 months grounded (except general officers above wing level)?

A1.14.53. (#) Do CMR/BMC aircrews maintain sortie rate (lookback) IAW Table 1.1. and paragraph 4.7.?

A1.14.53.1. (#) If CMR/BMC aircrews do not meet 3-month lookback requirements, are they regressed to N-CMR/N-BMC status (or one-month probation), removed from a CMR/BMC manning position, or action initiated to remove them from flying status?

A1.14.53.2. (#) Do CMR/BMC aircrews regressed to N-CMR/N-BMC for lookback complete a SQ/CC approved recertification program and meet the subsequent 1-month lookback requirement prior to regaining CMR/BMC status?

A1.14.54. Do CMR/BMC aircrews accomplish RAP sorties, mission types, and events including weapons qualification IAW AFI 11-2MDS, Vol. 1, and the PACAF RAP Tasking Message?

A1.14.55. (#) Do CMR aircrews accomplish Ground Training IAW Table 4.1?

A1.14.56. Do CMR aircrews accomplish Verification IAW paragraph 4.2.7?

A1.15. WEAPONS AND TACTICS (AFI 11-415) (OPR: PACAF/DOTW)

A1.15.1. Wing/Detachment Weapons and Tactics Management

A1.15.1.1. Are annual weapons and tactics review boards held?(Atch 3)

A1.15.1.1.1. Are minutes kept and forwarded to next higher headquarters?

A1.15.1.1.2. Does attendance include: WG/CC; OG/CC/CD; OSS Weapons and Tactics/ Training/Plans/Intel; and SQ/CC/DO/Weapons and Tactics?

A1.15.1.2. Does Weapons and Tactics shop manning consist of at least one crewmember from each MDS ? (Para 2.1.4.5.)

A1.15.1.3. Is the OSS/CC the reporting official for the Chief of Weapons and Tactics? (Para 2.1.)

A1.15.1.4. Do weapons officers maintain CMR/MR, as appropriate, status? (Para 2.1.4.2.)

A1.15.1.5. Does the wing Weapons and Tactics Officer document deficiencies in training and tactics which may inhibit mission accomplishment and cannot be corrected at unit level? (Para 2.6.3., Atch 3)

A1.15.1.6. Are deficiencies documented since last inspection?

A1.15.1.7. Is the Weapons shop the OPR or OCR for unit mission training, exercises, and evaluation scenarios ? (Para 2.1.3)

A1.15.1.8. Has the Weapons shop established a liaison with maintenance and munitions functions to identify and solve maintenance related issues? (Para 2.4.)

A1.15.1.8.1. (#)Does Weapons and Tactics analyze deficiencies in equipment and procedures that inhibit mission accomplishment? (Para 2.6.3.)

A1.15.1.8.2. (#)Are those deficiencies documented?

A1.15.1.8.3. Do deficiencies forwarded to HHQ in writing contain problem statements and recommended corrections?

A1.15.1.9. Is a Weapons and Tactics library established and are pubs current? (Para 2.8.)

A1.15.1.9.1. Are proper and sufficient pubs included? (Para 2.8., Atch 2)

A1.15.1.9.1.1. Is there access to the SIPRNET for publications held electronically?

A1.15.1.10. Is a wing level aircrew weapons proficiency recognition program established? (Atch 3)

A1.15.1.11. Does wing Weapons and Tactics monitor and assist squadrons in aircrew and/or controller training and mission planning? (Atch 3)

A1.15.1.11.1. Does wing Weapons and Tactics actively participate in required weapons academic training?

A1.15.1.12. Does wing Weapons and Tactics monitor completion of weapons delivery qualification?

A1.15.1.13. Does wing Weapons and Tactics effectively monitor training munitions requirements and expenditures?

A1.15.1.14. Does the wing have a designated EWO/ECP? (Para 2.2.)

A1.15.1.14.1. Has the wing ECP attended the Fighter Electronic Combat or Mobility Electronic Combat Officer Course (FECOC/MECOC)?

A1.15.1.14.2. (#) Does the wing EWO/ECP have effective procedures for executing and monitoring reprogramming of electronic warfare assets (RWR, HTS, ADS, etc.)? (Para 2.2.)

A1.15.1.14.3. Does the wing EWO/ECP monitor the reliability of unit EW equipment?

A1.15.1.14.4. Does the wing train with all available EW equipment regularly?

A1.15.1.15. Are Tactics Improvement Proposals (TIPS) reviewed and forwarded to the respective NAF IAW AFI 99-150? (Para 2.7.)

A1.15.1.16. Does the wing have a Space Weapons Officer (SWO)?

A1.15.1.16.1. Is the SWO a WS graduate?

A1.15.1.16.2. Is the SWO a member of MPC?

A1.15.1.16.3. Does the SWO teach space integration academics pertinent to the wing's mission?

A1.15.1.16.4. Does the SWO participate in recurring familiarization flights?

A1.15.1.16.5. Is the SWO on mobility status?

A1.15.2. Squadron Weapons and Tactics Management

A1.15.2.1. Is the squadron Chief of Weapons and Tactics a Weapons School Graduate? (Para 2.1.4.)

A1.15.2.2. Is the Weapons shop adequately staffed and organized for required tasks? (Para 2.1.4.5)

A1.15.2.3. Is the SQ/DO the reporting official for the squadron Chief of Weapons and Tactics? (Para 2.1.1.)

A1.15.2.4. Does the squadron Weapons and Tactics officer maintain a thorough knowledge of current threats and assess the unit's capability to perform assigned and contingency missions using available publications, hardware, software, training and tactics? (Para 2.3.)

A1.15.2.5. Does the squadron Weapons and Tactics officer identify and document deficiencies in training, equipment, and tactics that inhibit mission accomplishment? (Atch 3)

A1.15.2.6. Does the squadron Weapons and Tactics officer coordinate with the SQ/DO to correct deficiencies? (ANG: Appropriate Operations Supervisor) (Atch 3)

A1.15.2.7. Does the squadron Weapons and Tactics officer ensure timely dissemination of appropriate tactics and tactics related information to assigned aircrews/weapons controllers? (Atch 3)

A1.15.2.8. Has the squadron Weapons and Tactics officer established and maintained a squadron tactics library consisting of documents prescribed in (AFI 11-415) and as directed by wing Weapons and Tactics? (PACAFI 11-402, Atch 2)

A1.15.2.9. Does the squadron Weapons and Tactics officer maintain familiarity with the contents of AFTTP 3-1 and AFTTP 3-3 pertaining to the unit mission?

A1.15.2.10. Has the squadron Weapons and Tactics officer established a squadron standard tactics manual?

   A1.15.2.10.1. Is the manual tailored to unit tasking, plans, and expected threat?

A1.15.2.11. Is a liaison established between squadron Weapons and Intel shops? (Atch 3)

   A1.15.2.11.1. Does the squadron use intel in threat knowledge training?

   A1.15.2.11.2. How often are current intel briefings given?

A1.15.2.12. Is there an active video assessment program?

   A1.15.2.12.1. Do aircrews review video tapes in a timely manner?

   A1.15.2.12.2. Is tape required on all training sorties?

A1.15.2.13. Does the squadron Weapons and Tactics officer effectively track training munitions allocations, off station requirements, and unit expenditures IAW AFI 36-2217?

A1.15.3. Wing/Squadron Weapons Functional Areas

A1.15.3.1. Has the unit established a Weapons and Tactics shop within operations to serve as a focal point for all tactical force employment matters?

A1.15.3.2. Does the Weapons and Tactics shop devise realistic combat scenarios emphasizing the unit's primary combat mission, including simulated situations and threats for daily training flights?

A1.15.3.3. Does the squadron have a designated EWO/ECP to coordinate and instruct EW training?

A1.15.3.4. Are HHQ/Wing identified deficiencies corrected in a timely manner?

A1.15.4. Squadron Video Assessment Program

A1.15.4.1. Has a video recording officer been designated?

A1.15.4.2. Is a trend analysis program interfaced with video?

A1.15.4.2.1. Are poor performers identified to squadron supervisors?

A1.15.4.3. Is a system established to ensure video is reviewed by aircrew in a timely manner?

A1.15.4.4. Is sufficient video equipment available to allow prompt reviewing of tape?

A1.15.5. Top Performer Recognition Program

A1.15.5.1. Is a Top Performer program established, emphasizing excellence in the unit's primary combat mission?

A1.15.5.2. Do winners receive appropriate wing-wide recognition?

A1.15.5.3. Are Top Performer procedures and criteria available for tape-assessors and aircrew to review?

A1.15.6. Academic Training Program

A1.15.6.1. Does the squadron Weapons and Tactics officer have a planned training program? (Atch 3)

A1.15.6.2. Do Weapons and Tactics officers and weapons specialty instructors conduct academic sessions on a regular basis?

A1.15.6.3. Are lesson plans maintained for all training sessions?

A1.15.6.4. Are new developments reviewed and included in weapons academics? (Atch 3)

A1.15.6.5. Is weapons refresher training conducted at least every 12 months?

A1.15.6.6. Does wing Weapons and Tactics evaluate this training? (Atch 3)

A1.15.6.7. Is a comprehensive examination used during refresher training?

A1.15.6.8. Is weapons academic training recorded by subject?

A1.15.6.8.1. Is the date and type of certification completed listed on individual weapons certification/recertification records?

A1.15.6.9. Are consistently low performers identified?

A1.15.6.9.1. Is remedial instruction/training provided?

A1.15.7. Publications Library Management

A1.15.7.1. Is a read file of current Weapons School texts and Weapons School reviews available? (Atch 2)

A1.15.7.2. Is a weapons MQF available, reviewed, and updated periodically?

A1.15.7.3. Are Weapons and Tactics newsletters readily available for aircrews?

A1.15.7.4. Is classified material readily available to aircrews and controlled properly? (Atch 3)

A1.15.8. Weapons Delivery/Gunnery Qualification Program

A1.15.8.1. Is an AFI 11-Fxx Weapons Qualification Chart used to assess aircrew weapons delivery accuracy?

A1.15.8.1.1. Is the chart used to coordinate with scheduling to attain and maintain currency?

A1.15.8.2. Are substandard individuals brought to the attention of their flight commander and DO?

A1.15.8.3. Are weapons delivery printouts current and periodically reviewed?

A1.15.8.4. Are procedures established ensuring aircrew sign in sheets and official range score records agree?

A1.15.8.5. (Does not apply to the ANG) Are weapons delivery printouts for PCS aircrews forwarded to the gaining unit?

A1.15.8.6. Has a program been designated at the squadron to ensure systems effectiveness, identify discrepancies, and resolve maintenance problems on systems including: Maverick; LANTIRN; NVG; GBU-15; AGM-88; AGM-130?

A1.15.9. Maintenance Liaison Program (Para 2.4.)

A1.15.9.1. Has a maintenance liaison officer been appointed?

A1.15.9.2. Is feedback received on equipment installation and maintenance problems?

A1.15.9.3. Are maintenance personnel included in ground training sessions to provide insight into system capabilities and limitations?

A1.15.10. GCI/AWACS Liaison Program (Atch 3)

A1.15.10.1. Has a GCI/AWACS liaison officer been appointed?

A1.15.10.2. Does the squadron provide weapons controllers with feedback by debriefing all GCI/AWACS missions?

A1.15.10.3. Is an orientation program for visiting GCI/AWACS weapons controllers/technicians established to acquaint them with specific aircraft and weapons capabilities?

A1.15.11. Intelligence Liaison Program (Atch 3)

A1.15.11.1. Is intelligence tasked to periodically brief simulated scenarios for flight briefings?

A1.15.11.2. Do a squadron pilot and intelligence officer attend the annual AIT?

A1.15.12. Mobility Procedures

A1.15.12.1. Has a list of mobility items, including security classifications, been compiled?

A1.15.12.2. Are procedures established to organize assembly and packing of all Weapons and Tactics materials being mobilized?

A1.15.12.3. Has a suitable safe been designated for mobilization that can store necessary classified material?

A1.15.13. C-130 Specific

A1.15.13.1. Are active landing zone surveys current within 5 years? (AFI 13-217)

A1.15.13.2. Are approved DZ/LZ surveys forwarded to AMC/DOK within 72 hours of approval?

A1.16. COMMAND AND CONTROL (C2) (OPR: 502 AOS)

A1.16.1. Staffing/Personnel

A1.16.1.1. (#) (Does not apply to the ANG) Does the installation Command Post (CP) consist of at least six functions: management, operations, maintenance, reports, training, and battle management/survival recovery center? (PACAFI 10-207, para 1.1.2.)

A1.16.1.2. (#) Is the SRC established within the CP and each PACAF main operating base, collocated operating bases, or bare base? (PACAFI 10-207, para 1.1.2.1.)

A1.16.1.3. (#) (Does not apply to the ANG) Does the EA team consist of two certified controllers? (PACAFI 10-207, para 2.3.1. and PACAFI 10-210, para 5.10.)

A1.16.1.4. (#) (Does not apply to the ANG) If not, has the CP requested and received an approved waiver authorizing a change in EA team composition as required by PACAFI 10-207? (PACAF 10-207, para 2.3.2.)

A1.16.1.5. (#) If assigned to CP, is COMREP used? (AFI 10-207, para 3.2. and PACAFI 10-207, para 2.7.)

A1.16.1.6. (#) Is management complying with tour and duty restrictions for command and control shift personnel as outlined in PACAFI 10-207? (PACAFI 10-207, para 2.8.)

A1.16.1.7. (#) Do all CP personnel, except Maintenance Operations Center (MOC) personnel possess a Top Secret security clearance and are they granted access? [NOTE: Personnel with an Interim Top Secret security clearance pending receipt of final clearance may perform duties in the CP. MOC personnel must have at least a Secret security clearance.] (AFI 10-207, para 3.3. and PACAFI 10-207, para 2.9.)

A1.16.2. Command Post Functions and Procedures

A1.16.2.1. Are checklist action items brief, concise and lead controllers through an orderly/prioritized sequence from initiation to completion and are they marked appropriately prior to proceeding to a follow-on item? (PACAFI 10-207, para 3.5. and 3.6.2.)

A1.16.2.2. Does the CP chief maintain a current set of operating instructions (OI)? (PACAFI 10-207, para 3.6.4.)

A1.16.2.3. As a minimum, is each OI reviewed annually by the CP chief and are QRCs reviewed semi-annually by the CP chief, superintendent and MOC superintendent/NCOIC? Are these reviews documented? (PACAFI 10-207, para 3.6.5.)

A1.16.2.4. Are CP events logs maintained? (PACAFI 10-207, para 3.7.)

A1.16.2.5. Does the CP maintain a Controller/Coordinator Information File (CIF) for CP controllers and MOC coordinators? (PACAFI 10-207, para 3.8.)

A1.16.2.6. (Does not apply to the ANG) Is the CIF reviewed by EA controllers and MOC coordinators prior to assuming shift? (PACAFI 10-207, para 3.8.)

A1.16.2.7. Are procedures established to maintain positive control of all assigned aircraft? (PACAFI 10-207, para 3.9.)

A1.16.2.8. (Does not apply to the ANG) Does the Reports Section manage, as a minimum, the following reporting systems:

A1.16.2.8.1. (#) Air Force Operational Reporting System (AFOREPS) in accordance with AFMAN 10-206, AFPAM 10-709, V1CD, and the PACAF Supplement? (AFI 10-207, para 4.3.10.)

A1.16.2.8.2. (#)Status of Resources and Training Systems (SORTS) in accordance with AFI 10-201 and the PACAF Supplement? (AFI 10-207, para 4.3.3.)

A1.16.2.8.3. (#) (Does not apply to the ANG) Arms Control Treaty Reporting, where applicable? (AFI 10-207, para 4.3.4.)

A1.16.2.9. (Does not apply to the ANG) (#)Has the CP established host-tenant support agreements with all tenant units assigned or attached to the installation for the reporting of events/incidents under the AFOREPS system? (AFMAN 10-206, PACAF Sup, para 1.3.1. through 1.3.2.)

A1.16.2.10. Does the unit have current copies, with changes posted, of the following documents?

A1.16.2.10.1. AFMAN 10-206

A1.16.2.10.2. PACAFSUP1, AFMAN 10-206

A1.16.2.10.3. AFPAM 10-709, V 1CD

A1.16.2.11. Are procedures established to submit voice OPREP-3s via the fastest means available consistent with security constraints? (AFMAN 10-206, para 3.6.3 and 3.6.4)

A1.16.2.12. Are record copy OPREP-3s transmitted within one hour of the initial voice report? (AFMAN 10-206, para 3.6.2)

A1.16.2.13. Are OPREP-3s addressed IAW HHQ directives? (AFMAN 10-206, Table 3.1, PACAFSUP 1, Table 1.1)

A1.16.2.14. Are OPREP-3s correctly formatted IAW AFPAM 10-709 V 1CD? (AFMAN 10-206, para 2.5, 3.7.1)

A1.16.2.15. Are Actual and Exercise OPREP-3s numbered and logged correctly? (AFMAN 10-206, para 3.8 and 3.9)

A1.16.2.16. Are Actual and Exercise OPREP-3s submitted IAW HHQ directives? (AFMAN 10-206, para 3.6, 3.6.1, 3.6.11)

A1.16.2.17. (#) Are the reports listed in PACAFI 10-207, para 3.10.3.1, pre-canned for controller use in primary and alternate facilities? (PACAFI 10-207, para 3.10.3.1.1 through 3.10.3.1.16)

A1.16.2.18. (#) Have procedures been established to submit Helping Hand and Covered Wagon reports IAW AFI 31-101? (PACAFI 10-207, para 5.1.5, AFI 10-206 table 3.1)

A1.16.2.19. (#) Is the Commander's Availability being reported as required? (AFI 10-205 and PACAF supplement)

A1.16.2.20. Is the functional publications library current and kept in the command and control facility for use by the controllers? (PACAFI 10-207, para 3.12. and Atch 2)

A1.16.2.21. Does the CP functional publications library have all required publications (PACAFI 10-207, para 3.12.)

A1.16.2.22. Has the CP chief ensured the visual displays satisfy the needs of the commander and staff? (PACAFI 10-207, para 3.13.)

A1.16.2.23. Do classified displays contain all required security markings and are they protected IAW appropriate information security directives? (PACAFI 10-207, para 3.13.)

A1.16.2.24. When required, are other staff agencies tasked to maintain these visual displays within the command and control facility during exercises or contingencies? (PACAFI 10-207, para 3.13.2.)

A1.16.2.25. (Does not apply to the ANG) Do controllers ensure that the maximum number of notifications do not exceed that allowed during a pyramid recall activation (maximum 10 for single EA controller/20 for EA team). (PACAFI 10-207, para 3.14.1.)

A1.16.2.26. (#) Has the commander established procedures for a pyramid notification system during "normal communications" and "communication out" situations? (PACAFI10-207, para 3.15.)

A1.16.2.27. (#) Does the alternate CP have the required equipment to ensure continuous C2 services during contingencies and natural disasters with higher headquarters? Can they retrieve Emergency Actions Messages (EAMs)? (PACAFI 10-207, para 3.16.)

A1.16.2.28. (#) Are procedures established for emergency and planned relocation to the alternate CP? (PACAFI 10-207, para 3.16.)

A1.16.2.29. (#) Does the CP maintain sufficient publications to support emergency operations at both the primary and alternate facility? (PACAFI 10-207, para 3.16.)

A1.16.3. Equipment/Communications

A1.16.3.1. (#) Does the CP maintain communication connectivity, secure and nonsecure, within the chain of command? (AFI 10-207, para 2.3.2.)

A1.16.3.2. Does the DSN circuit interface to the console and is it capable of patching to all console lines? (PACAFI 10-207, para 4.2.1.1.)

A1.16.3.3. (Does not apply to the ANG) Does the command center/post have the ability to record EA console communications? (PACAFI 10-207, para 4.2.1.)

A1.16.3.4. (#) Does the CP maintain dedicated phone lines for the sole use of Command Post Alerting Network (CPAN) and have the capability to be conferenced by both EA controllers or have the ability to be heard over a speaker system? (PACAFI 10-207, Atch 1, para A1.2.2.1. and PACAFI 10-210, para 3.1.1.)

A1.16.3.5. (#) For CPs with a crew control function, are klaxons/sirens positioned for immediate operation from either controller position? (PACAFI 10-207, para 4.2.2.)

A1.16.3.6. (#) Does the klaxon and base siren systems have a cycling device to provide the proper signals without intermediate monitoring by the controller? (PACAFI 10-207, para 4.2.2.)

A1.16.3.7. Are the klaxon control switches covered with a safety guard plainly labeled to prevent inadvertent operation? (PACAFI 10-207, para 4.2.2.)

A1.16.3.8. (#) Do CPs that communicate directly with aircraft have at least one multi-channel UHF radio? (PACAFI 10-207, para 4.2.5. and Atch 1, para A1.2.1.)

A1.16.3.9. (#) Do CPs that communicate directly with aircraft have UHF, including tactical secure voice capability and tactical HF/FM radios, to the extent of aircraft capabilities? (PACAFI 10-207, Atch 1 para A1.2.1.)

A1.16.3.10. (#) (Does not apply to the ANG) Does the CP have an operational MDT installed to ensure receipt of EAMs/FLASH traffic? If the MDT is not operational, have alternate procedures been established? (PACAFI 10-207, para 4.3.5.)

A1.16.3.11. If the CP does not have direct weather support, is a direct line to communicate with the weather support facility provided? (PACAFI 10-207, Atch 1)

A1.16.3.12. (#) Does the CP have all required communications equipment? (PACAFI 10-207, Ch 4 and Atch 1)

A1.16.3.13. Are the emergency lighting units functionally checked once a week and documented in the Events Log? (PACAFI 10-207, para 4.4.1.)

A1.16.3.14. (#) Does the CP have an adequate number of flashlights and spare batteries to augment emergency lighting? (PACAFI 10-207, para 4.4.1.)

A1.16.3.15. (#) Can the uninterruptable power supply and emergency generator maintain continuous capability to receive and disseminate EAMs and accomplish other critical command and control actions? (PACAFI 10-207, para 4.4.2.)

A1.16.3.16. (#) If CP personnel are designated to operate an emergency generator unit, are written operating procedures, coordinated with base civil engineering personnel, giving detailed instructions provided? (PACAFI 10-207, para 4.4.2.1.)

A1.16.3.17. Does the command and control facility have appropriate reproduction equipment to support the commander's staff during contingencies? (PACAFI 10-207, Atch 1, para A1.3.2.)

A1.16.3.18. Has the CP identified at least one back-up copier for use if primary copier fails? (PACAFI 10-207, Atch 1, para A1.3.2.)

A1.16.4. Security

A1.16.4.1. Are procedures established to control entry into the CP? (PACAFI 10-207, para 5.1.)

A1.16.4.2. (#) During emergency operations, is the entry controller position manned by SF personnel or other trained augmentees? (PACAFI 10-207, para 5.1.1.)

A1.16.4.3. When an entry controller is posted at the door, is the individual provided a current Entry Authority List (EAL), special written security instructions, and a positional duty briefing prior to assuming duty? (PACAFI 10-207, para 5.1.1.)

A1.16.4.4. Are procedures established for receipt, authentication, and use of EALs? (AFI 31-101 PACAF Sup 1, para 5.6. and PACAFI 10-207, para 5.1.1.1.)

A1.16.4.5. (#) Is a duress alarm located at each Emergency Actions (EA) controller, MOC senior coordinator, and CP entry controller position? (PACAFI 10-207, para 5.1.2.)

A1.16.4.6. (#) Do duress alarms provide separate activation from each position, and terminate at Security Forces Control Center (SFCC)? (PACAFI 10-207, para 5.1.2.)

A1.16.4.7. (#) Are entry control requirements for CPs, such as mechanically and/or electrically operated door/cipher lock, one-way glass, communications, etc., complied with? (PACAFI 10-207, para 5.1.4.1.)

A1.16.4.8. Are all secondary entrances and exits alarmed in such a way that the EA controllers and SFCC are alerted when the doors are open or tampered with? (PACAFI 10-207, para 5.1.4.3.)

A1.16.4.9. (#) Are classified documents being safeguarded IAW DOD 5200-1R, AFI 10-1101 and 31-401, AFI 10-1102? (PACAFI 10-207, para 5.2.1.)

A1.16.4.10. Does the CP conduct end-of-day security checks to ensure classified material is stored appropriately? Is this check annotated? (PACAFI 10-207, para 5.5.)

A1.16.5. Training and Certification

A1.16.5.1. (#) Does the CP controller training program consist of certification, refresher, and recurring training programs? (PACAFI 10-207, paras 6.1.2., 6.4., 6.6. and 6.8.)

A1.16.5.2. Has the CP chief appointed, by letter, a training manager to maintain and administer the controller training program? (PACAFI 10-207, para 6.2.1.2.)

A1.16.5.3. (Does not apply to the ANG) Has a copy of the most current training manager(s) appointment letter been sent to 502 AOS/AOPO? (PACAFI 10-207, para 6.2.1.2.)

A1.16.5.4. Does the CP chief, not later than the first day of each month, sign and publish a self-study letter detailing areas to be studied by all certified controllers? (PACAFI 10-207, paras 6.2.1.3. and 6.8.2.)

A1.16.5.5. Are AF Form 623's maintained IAW AFI 36-2201? (PACAFI 10-207, para 6.2.2.3)

A1.16.5.6. (#) Has a Maintenance Coordinator Training Program been established IAW PACAFI 10-207? (PACAFI 10-207, para 6.2.3.)

A1.16.5.7. (#) Has the training manager developed a unit training plan that ensures annual review and self-study of all CP documents as outlined in PACAFI 10-207? (PACAFI 10-207, para 6.2.3.2.)

A1.16.5.8. Does the CP training manager have training outlines established for certification and refresher training? (PACAFI 10-207, paras 6.2.3.3. and 6.6.)

A1.16.5.9. Are certification training outlines maintained for six months? (PACAFI 10-207, paras 6.2.3.3. and 6.6.)

A1.16.5.10. (#) Are individuals being trained by a qualified trainer, as outlined in AFI 36-2201, and for EA and SORTS certification, is the trainer certified in that particular area? (AFI 36-2201, para 4.9.1.5. and PACAFI 10-207, para 6.2.3.7.)

A1.16.5.11. Has the unit administrative commander (i.e. MSS/CC, etc.) appointed task trainers and task certifiers in writing? (AFI 36-2201, para 6.2.3.8.)

A1.16.5.12. Has the CP chief and superintendent completed certification training? (PACAFI 10-207, para 6.3.)

A1.16.5.13. Are certification training outlines for the CP chief and superintendent being maintained for the duration of their assignment? (PACAFI 10-207, para 6.3.)

A1.16.5.14. (Does not apply to the ANG) (#) Are controllers certified NLT 60 days after the first day entered into certification training? (PACAFI 10-207, para 6.5.1.1.)

A1.16.5.15. (#) Is the certifying official IAW PACAFI 10-207? (PACAFI 10-207, para 6.5.3.)

A1.16.5.16. Is PACAF Form 17, Controller Certification Record, properly annotated and maintained in the Command Post Controller Training and Certification Book for all controllers? (PACAFI 10-207, paras 6.5.4. and 6.9.4.)

A1.16.5.17. (#) Does the CP training manager document controller certification or decertification (if decertified, state reason why on back of the PACAF Form 17)? (AFI 10-207, para 5.4.2.4 and PACAFI 10-207, para 6.5.4.)

A1.16.5.18. (#) Do controllers who are absent from duty or away from home station for 60 or more calendar days receive refresher training and recertify? (PACAFI 10-207, para 6.6.)

A1.16.5.19. (#) Is a recurring training program established consisting of formal, self-study, and examination training? (PACAFI 10-207, para 6.8.)

A1.16.5.20. (#) Is formal training for all certified controllers conducted, as a minimum, one hour per month, documented on PACAF Form 15, and maintained for one year? (PACAFI 10-207, paras 6.8.1., 6.8.1.2. and 6.9.2.)

A1.16.5.21. (#) Do controllers, who are absent during formal training, make-up the training within seven calendar days and is it documented? (PACAFI 10-207, paras 6.8.1.1. and 6.8.1.2.)

A1.16.5.22. Is Self-Study training being conducted as outlined in PACAFI 10-207? (PACAFI 10-207, paras 6.2.3.4. and 6.8.2.)

A1.16.5.23. Are self-study letters being retained for 12 months? (PACAFI 10-207, paras 6.8.2. and 6.9.5.)

A1.16.5.24. Is examination training being conducted as outlined in PACAFI 10-207? (PACAFI 10-207, paras 6.2.3.5., 6.4.1., 6.6., 6.7., 6.8.3. and 6.8.3.1.)

A1.16.5.25. (#) Are separate exams prepared and administered for each certified position? (PACAFI 10-207, para 6.8.3.)

A1.16.5.26. (#) Are all certified controllers receiving monthly scenario training IAW PACAFI 10-207? (PACAFI 10-207, para 6.8.4.)

A1.16.5.27. Is a Command Post Training and Certification Book properly maintained? (PACAFI 10-207, para 6.9.)

A1.16.6. Emergency Actions (EA)

A1.16.6.1. (#) (Does not apply to the ANG) Does the CP ensure information contained in the COMPACAF EAP is disseminated only on a strict-need-to-know basis? (PACAFI 10-210, para 1.2.)

A1.16.6.2. (#) (Does not apply to the ANG) Do EA controllers react with precision to EAM's, and are they able to prioritize emergency/time critical situational inputs provided during scenario evaluations? (PACAFI 10-210, para 1.3.1.)

A1.16.6.3. (#) (Does not apply to the ANG) Have EA checklists been developed containing the minimum requirements as outlined in Chapter 6 and 7 of PACAFI 10-210?

A1.16.6.4. (#) (Does not apply to the ANG) Do EACs guide controllers logically through all required actions in the proper priority of sequence? (PACAFI 10-210, para 6.12.3.)

A1.16.6.5. (#) (Does not apply to the ANG) Are actual and exercise EA formats and checklists maintained in separate binders? (PACAFI 10-210, para 6.12.1.)

A1.16.6.6. (#) (Does not apply to the ANG) Does the CP have procedures established to ensure all PACAF tenant units are notified of all LERTCON changes? (PACAFI 10-210, paras 1.5.4. and 6.11.1.)

A1.16.6.7. (#) When required, does the CP pass LERTCON changes to units having no secure communication using the readiness action line number procedure outlined in the PACAFI 10-210, para 6.11.3. and Fig. 6.3?

A1.16.6.8. (#) Has the commander developed a Commanders Readiness Action Checklist to facilitate rapid completion of each action code during a change in LERTCON status? (PACAFI 10-210, para 6.11.8.and PACAFI 10-205, para 5.1.)

A1.16.6.9. (#) (Does not apply to the ANG) Are procedures established to ensure LERTCON Status of Action (LSOA) reports are transmitted IAW PACAFI 10-210, para 6.16?

A1.16.6.10. (#) (Does not apply to the ANG) Do Area Command Centers ensure timely receipt of all EAMs to their subordinate units? For exercises, are EAMs being relayed IAW PACAFI 10-210? (PACAFI 10-210, paras 1.5.3.2., 5.11.1 and 7.10.2.)

A1.16.7. Self Inspection/C2 Recognition Program/C2 Monthly Manning

A1.16.7.1. (#) Are CP managers using the MPCs on a regularly scheduled basis, not to exceed six-month intervals? Are results maintained for one year? (PACAFI 10-207, para 7.7.)

A1.16.7.2. Are CP operations and MOC checklist discrepancies carefully monitored and documented on a 30-day basis until closed? (PACAFI 10-207, para 7.7.)

A1.16.7.3. Are CP managers and personnel knowledgeable/aware of the PACAF C2 Recognition Program? (PACAFI 10-207, Ch 8)

A1.16.7.4. Are CP Manning Reports being submitted IAW chapter 9? (PACAFI 10-207, chapter 9)

A1.16.8. PACAF Air Mobility Operations

A1.16.8.1. (Does not apply to the ANG) Does the CP serve as the primary POC for PACAF Air Mobility owned or gained airlift assets transiting their base and ensures necessary support is provided? (PACAFI 10-207, para 10.1., 3.9. and PACAFI 10-2101, para 2.2.)

A1.16.8.2. (#) (Does not apply to the ANG) Does the CP coordinate pre-launch, enroute, and post launch activities for all PACAF and non-AMC tanker/airlift aircraft? The areas supported should include but not be limited to: flight plans, weather, maintenance support, Prime Knight, Cargo/ Passenger prep, customs and agriculture, fleet service, and transportation. (PACAFI 10-2101, paras 2.6. and 2.11.)

A1.16.8.3. Do CP personnel use C2IPS to track missions transiting their base and determine what support is necessary? (PACAFI 10-207, para 10.2.1.1. and PACAFI 10-2101, para 2.2.1.)

A1.16.8.4. Does the CP enter landing and takeoff times and delay codes, for each aircraft and each mission leg (sortie) into C2 systems or relay the information to the PACAF AMOCC if unable to enter the information or require assistance? (PACAFI 10-207, para 10.2.1.3. and PACAFI 10-2101, para 2.2.1.1. and 2.11.1.6.)

A1.16.8.5. (Does not apply to the ANG) Has the CP Chief ensured PRIME KNIGHT procedures are established to be certain transient crews receive the best possible service consistent with current manning and operations? (PACAFI 10-207, para 10.3. and PACAFI 10-2101, para 10.3.)

A1.16.8.6. (#) Has a detailed QRC/procedure been developed to establish and control a Conference HOTEL when required? (PACAFI 10-2101, para 2.13.2.)

A1.17. FILE MANAGEMENT (OPR: PACAF/DOTT)

A1.17.1. RIMS Files Procedures. (AFMAN 37-123, Para 2.2.)

A1.17.1.1. Does the "Location" field in the RIMS file plan show where documents are filed, when documents are maintained away from filing cabinet?

A1.17.1.2. Did the chief of the office of record (COR) sign the RIMS file plan?

A1.17.2. Review. (AFMAN 37-123, Para 2.2.1.2.)

A1.17.2.1. Is the file plan redone as needed, but not simply because a records technician or chief of the office of records changes?

A1.17.2.2. When write-in changes are made to the file plan, is the FARM provided an updated file copy with changes?

A1.17.3. Folder Labels. (AFMAN 37-123, Para 2.2.4.)

A1.17.3.1. Do the folders containing classified records have the folder labels manually marked with the highest classification of the contents?

A1.17.3.2. Are folders used for each record series listed on the file plan that are maintained in file cabinets?

A1.17.4. Guide Cards, Folders, Labels. (AFMAN 37-123, Para 5.2.1.)

A1.17.4.1. Are suggested standard filing supplies used IAW table 5.1, AFMAN 37-123? (Non-standard supplies may be used when a strong justification warrants its use)

A1.17.5. Electronic and Other Non-Paper Records. (AFMAN 37-123, Para 2.4.)

A1.17.5.1. When electronic and other non-paper records are used, does the file plan indicate the kind of non-paper medium (e.g., microfilm, optical disk, diskette)?

A1.17.5.2. Are disposition control labels placed on guide cards, or on containers for floppy disks, diskettes, cassettes, tapes, or other physical media?

A1.17.6. Office Arrangement. (AFMAN 37-123, Para 3.1.)

A1.17.6.1. Are the file cabinets placed in a location that provides safe and easy access for workers and protection of sensitive, classified information, and Privacy Act material?

A1.17.7. Basic Filing Arrangement. (AFMAN 37-123, Para 3.2.)

A1.17.7.1. When possible, are separate records series used for ease of filing and retrieving without separate indexing systems?

A1.17.7.2. If warranted by the volume of records, are series subdivided for ease of filing?

A1.17.7.3. Are the setting up of subdivisions avoided when a folder contains only a few records?

A1.17.7.4. Are one of the following filing arrangements used in files (Unless directives specify filing procedures)?

A1.17.7.4.1. Numerical. Use this arrangement to identify or refer to files by number.

A1.17.7.4.2. Chronological. Use this arrangement when files are in date sequence or when the date is the primary means of reference. Place record with the latest date on top.

A1.17.7.4.3. Geographical. Use this arrangement to file records -- state, country, or city, for example - when the geographical arrangement is the primary means of reference.

A1.17.7.4.4. Organizational. Use this arrangement when the name of the organization or level of command is the primary means of reference.

A1.17.7.4.5. Alphabetical. Use this arrangement when filing by name of persons, companies, or agencies in an alphabetical sequence. Disregard articles, conjunctions, and prepositions when filing alphabetically.

A1.17.7.4.6. Subjective. Use this arrangement when the subject is the primary means of reference. If a records series uses a subjective arrangement and has subdivisions, the overall arrangement is subjective, even if you file the subdivision in chronological order.

A1.17.8. General Correspondence File. (AFMAN 37-123, Para 3.3.)

A1.17.8.1. Is the General Correspondence file kept to a minimum? (AFMAN 37-139 is very detailed; most files fall under one of the tables and rules for disposition purposes.)

A1.17.9. File Drawer. (AFMAN 37-123, Para 3.5.)

A1.17.9.1. After preparing the file plan, the files disposition control, and folder labels, is the file drawer arranged in the sequence shown on the file plan?

A1.17.10. Charge-Out Records. (AFMAN 37-123, Para 3.6.)

A1.17.10.1. Are AF Form 614 or 614a, Charge Out Record, prepared and placed in place of a record or folder removed from the files?

A1.17.11. Disposition Guide Cards. (AFMAN 37-123, Para 3.7.1.)

A1.17.11.1. Are guide cards used with the disposition control label affixed to control each records series listed on the file plan?

A1.17.11.2. Is the disposition guide card placed in front of each series and in the same sequence shown on the file plan?

A1.17.11.3. Are the disposition control labels placed consistently throughout the file?

A1.17.11.4. Are disposition guide cards kept with the active and inactive files as long as kept in the current files area?

A1.17.11.5. Are disposition guide cards being retired or discarded when records are retired or destroyed (reuse them if they are still in serviceable condition.)?

A1.17.11.6. When a disposition guide card cannot be placed in front of a records series, or when kept away from the file drawer, are disposition control labels placed on the container, or on a card or sheet of paper in the container or binder, where they are obvious?

A1.17.12. Folders. (AFMAN 37-123, Para 3.7.3.)

A1.17.12.1. Are folders used to group related paper records together?

A1.17.12.2. Are folders used for each record series or subdivision listed on the file plan when filed in a drawer?

A1.17.12.3. Is transitory material filed in one folder or in four as shown in figure 3-1, AFMAN 37-123?

A1.17.13. Folder Labels. (AFMAN 37-123, Para 3.7.4.)

A1.17.13.1. Are labels positioned to suit the needs of the office and the positions consistent throughout the file?

A1.17.13.2. Are folder labels placed on Kraft file folder in hanging files, not on the hanging file?

A1.17.13.3. Is the year included (calendar or fiscal) on the folder labels for records with a retention period of 1 year or longer?

A1.17.13.4. Are transitory records cut off monthly? (Do not put the year on the folder labels.)

A1.17.13.5. Do perpetual-type records that are cut off and disposed of after an event occurs, or when superseded, or no longer needed, have the year on the label? (These records DO NOT require the year on the label)

A1.17.13.6. When the contents of the folders become too bulky for easy use, are additional folders (a second, third, or as many folders as necessary) used.

A1.17.13.7. If additional folders for bulky records are used, does the label show inclusive dates in each folder?

A1.17.14. Drawer Label. (AFMAN 37-123, Para 3.7.6.)

A1.17.14.1. Is enough information included on the drawer label to identify the records kept in the drawer? (The words "ACTIVE" and "INACTIVE" may suffice for small files.)

A1.17.14.2. When the files expand to more than one drawer, are the inclusive series numbers added from the file plan on drawer labels? (Figure 3-1, AFMAN 37-123)

A1.17.15. Mark Records for Filing. (AFMAN 37-123, Para 4.1.1.)

A1.17.15.1. Are records marked for file by using the word "file" and the proper official's initials?

A1.17.15.2. Are records file coded in the upper right hand corner of the record? (Figure 4-1, AFMAN 37-123)

A1.17.16. Assemble Documents for Filing. (AFMAN 37-123, Para 4.1.2.)

A1.17.16.1. Are documents assembled for filing in the same manner as required for their creation, dispatch, and use with the latest action on top?

A1.17.16.2. Are documents mis-filed?

A1.17.17. Cross-References. (AFMAN 37-123, Para 4.2.)

A1.17.17.1. When a record is filed that involves more than one record series, is the document cross referenced by either using the Optional Form (OF) 21, Cross Reference; or copies used instead of the OF 21.

A1.17.17.2. Are the copies marked by circling the appropriate file code in the upper-right hand corner to show where the duplicate copies are filed?

A1.17.18. Filing Classified Records. (AFMAN 37-123, Para 4.3.)

A1.17.18.1. Are classified material filed separately, unless it is necessary to maintain continuity of a particular transaction or event, or the volume of unclassified material is too small to justify establishing separate files?

A1.17.18.2. Does the folder tab (or on the folder label, if there is enough space) show the highest classification of the records in the file? (AFMAN 37-123, Para 3.7.3, AFI 31-401, Chap 4, DoD 5200.1-R, Chap 5, AFPD 31-4)

A1.17.18.3. When a folder contains classified records, is the outside front and back of the file folder stamped with the highest classification of the records filed in the folder?

A1.17.18.4. Is the classified records or other classified material filed in equipment authorized for each classification or in a secure area or vault (DoD 5200.1-R/AFPD 31-4)?

A1.17.19. File Cutoff Procedures. (AFMAN 37-123, Para 4.4.)

A1.17.19.1. Is the chief of the office making sure record technicians review the files at least annually, cut off the files, and separate active from inactive records?

A1.17.19.2. Is the chief of the office making sure record technicians destroy, transfer, or retire eligible records according to instructions on the file disposition control label and AFMAN 37-139 (formerly AFR 4-20, volume 2), with the cutoff date determined by the table and rule, or by AFI 37-138, chart 3-1 (formerly AFR 12-50, volume I)?

A1.17.19.3. Is the chief of the office making sure record technicians cut off records at a specific time after an event or completed action, and dispose of them according to AFMAN 37-139, table and rule? (*EXCEPTION:* There are many records series for which a cutoff date is not proper, such as material eligible for immediate destruction when superseded, obsolete, no longer needed, or similar circumstances. Also, there are perpetual files that continue as active until the specified disposition occurs. Review these files at least annually to determine status.)

A1.17.19.4. Has Standard Form 135, Records Transmittal and Receipt, been properly prepared for records retired to staging areas/record centers?

A1.17.20. Maintaining and Preserving Electronic Records. (AFMAN 37-123, Para 7.12.)

A1.17.20.1. Is the OPR identifying series of electronic records on the file plan?

A1.17.20.2. Does the OPR maintain accurate and complete external and internal labeling that is essential to ensure personnel can identify the contents of individual disks, diskettes, and tapes; retrieve information stored on them; and preserve the electronic records from unintentional or illegal destruction? (Identification could include the name of the organizational unit, the table and

rules from AFMAN 37-139, a descriptive title of the contents, the dates of creation, and identification of hardware and software used.)

A1.17.20.3. If the medium contains classified information, is a label placed on the diskette to identify the highest classification of the contents as follows: SF Forms 706, Top Secret ADP Media Classification Label; 707, Secret ADP Media Classification Label; and 708, Confidential ADP Media Classification Label?

A1.17.20.4. Is Privacy Act material on electronic media protected to avoid inadvertent unauthorized access?

A1.17.21. Security of Electronic Records. (AFMAN 37-123, Para 7.17.)

A1.17.21.1. Is magnetic media degaussed when the media is used to store classified records, before reusing them for records at a lower classification level? (Follow instructions in AFI 33-202 to degauss magnetic media.)

A1.17.21.2. Is the OPR ensuring the electronic record is secured if the media previously contained classified records?

A1.17.22. Destroying Electronic Records. (AFMAN 37-123, Para 7.27.)

A1.17.22.1. Is the OPR destroying electronic records only according to authorized dispositions and ensuring that the records are disposed of in a manner that protects any sensitive, proprietary, or national security information?

A1.18. OPERATIONS PLANS (OPR: PACAF/DOX)

A1.18.1. Does the unit maintain copies of all plans for which it is tasked to support?

A1.18.2. Has the unit reviewed higher headquarter planning documents and identified unit tasking requirements?

A1.18.3. Does the plans officer advise the Wing Commander and Operations Group Commander on tasking levied from higher headquarters OPLANS? Are OG/CC inputs or responses to taskings documented?

A1.18.4. Does the plans officer coordinate review of the planning documents with appropriate staff agencies and consolidate change requests?

A1.18.5. If required, have Wing OPLANs been developed?

A1.18.6. If required, does the plans officer assist in Base Support Plan development?

A1.18.7. Does the plans officer participate as a member of the site survey team in assessing the workability of the Base Support Plan?

A1.18.8. Does the plans officer provide assistance to/participate in the Wing Battle Staff/Crisis Support Staff?

A1.18.9. Does the plans officer review exercise directives?

A1.18.10. Has the wing appointed an officer to act as the focal point for the wing tactical deception (TD) program? This officer does not have to be assigned to wing plans, but should coordinate TD activities with the plans officer. Is ongoing TD awareness training conducted?

A1.18.11. Is the plans officer involved in the theater indoctrination training program or participate in the mission certification program?

A1.19. PLANS AND OPERATIONS (OPR: PACAF/DOX)

A1.19.1. Although the commander is responsible for plan execution, the planner must ensure all functional areas are properly integrated and sufficient detail is provided for successful execution.

A1.19.2. The planner must be able to answer these questions:

A1.19.2.1. Before the basic plan and annexes were prepared, were the items of critical information defined? Was a statement of classification guidance prepared which identified the key items of information to be classified and the level of classification (TS, S, C, U)?

A1.19.2.2. Was the classification guidance issued to all agencies?

A1.19.2.3. Are the missions, tasks, objectives, and concept of operations clearly and appropriately stated?

A1.19.2.4. Has the plan been developed to support a higher level command plan? If so, is the supported plan clearly identified?

A1.19.2.5. Are friendly forces listed, including units from supporting commands? Is the plan coordinated with commands tasked as friendly forces?

A1.19.2.6. Have friendly forces concurred that tasking for use of forces or facilities is within their capabilities? For example, are mass launch or recovery capabilities considered?

A1.19.2.7. Are all forces needed to execute the plan, including supporting forces such as weather, rescue, intelligence, information systems, security, and aerial port regions or districts clearly identified?

A1.19.2.8. Are command and control relationships clearly defined? Are personnel aware of these relationships?

A1.19.2.9. Are the indicators of critical information identified and are measures developed to deny them from the adversaries?

A1.19.2.10. Is deployment data prepared, including flight composition, schedules, alert conditions, flight profiles, routes, timing, refueling procedures, aircraft loading, rescue, weather, and flight safety?

A1.19.2.11. Are there adequate control arrangements throughout the deployment phase?

A1.19.2.12. Do airfields have runway, taxiway, or ramp restrictions preventing maximum gross weight operations?

A1.19.2.13. Have approach data been checked to ensure adequate NAVAIDs are available at the airfields for safe operation of aircraft?

A1.19.2.14. Is access to runways and parking areas adequate, considering the level of station activity?

A1.19.2.15. Is approach, runway, and taxiway lighting operational and adequate?

A1.19.2.16.   Are appropriate command and control systems and support information systems identified? Have restoration actions and workarounds been considered in case of their loss?

A1.19.2.17.   Are joint operational agreements negotiated where combined services are involved?

A1.19.2.18.   Can onload and offload bases accommodate the aircraft performing the missions?

A1.19.2.19.   Are force closure times established including closure priorities for each element of the force?

A1.19.2.20.   Are aircraft configurations identified (such as, armament loads, external fuel tanks, etc.)?

A1.19.2.21.   Are target folders current and crews familiar with mission requirements? Do means exist to make fast, high-quality copies of target materials?

A1.19.2.22.   Are all control frequencies, communications procedures, code words, and identification procedures established?

A1.19.2.23.   Does the plan identify the specific times or situations requiring augmentation by forces from other commands?

A1.19.2.24.   Are provisions made for obtaining overflight rights from the countries concerned?

A1.19.2.25.   Are en route servicing facilities for aircraft deployments identified?

A1.19.2.26.   Are appropriate country clearances obtained for deploying units and support personnel?

A1.19.2.27.   Have emergency airfields and routes been established for deployment and employment phases?

A1.19.2.28.   Are current operational training policies adequate to ensure mission accomplishment?

A1.19.2.29.   Are aircrews properly briefed, trained, and equipped?

A1.19.2.30.   Are search and rescue operations provided in sufficient quantity, detail, and depth?

A1.19.2.31.   Are life support and survival equipment requirements met? Is life support and survival training up-to-date?

A1.19.2.32.   Are rules of engagement clearly delineated?

A1.19.2.33.   Does the plan include current escape and evasion information? Are safe areas designated? Are appropriate frequencies and codes established for communicating with downed aircrews and SAR forces? Are they trained in their use?

A1.19.2.34.   Are requirements for psychological operations and unconventional warfare considered?

A1.19.2.35.   Does the plan provide for recovering captured US personnel?

A1.19.2.36.   Are operational reporting requirements identified and procedures established to collect and transmit required data?

A1.19.2.37.   Are reporting requirements of this plan consistent with established JCS, US Air Force, unified, and allied command reporting procedures?

A1.19.2.38.   Are quantitative and qualitative deficiencies identified? Are steps being taken to address deficiencies? Is the commander regularly updated on progress?

A1.19.2.39.   Can existing facilities support plan execution?

A1.19.2.40.   If new facilities are required before the plan is executed, has a target date for completion been established?

A1.19.2.41.   Are bases and facilities of other commands tasked beyond present capabilities? If yes, what action is taken to meet requirements of the plan?

A1.19.2.42.   Is a military construction project (MCP) or other specially funded construction required? If yes, is proper support given to the host command so approval and funding can be obtained for the project?

A1.19.2.43.   Are all limiting factors identified? Are corrective actions being taken? Is the commander regularly updated on progress?

A1.19.2.44.   What are the facility limitations on mass launch and recovery?

A1.19.2.45.   If required, has a proper C3 protection analysis been performed? Are necessary corrective actions being taken?

A1.19.2.46.   Do ABO procedures provide passive defense and recovery capabilities before, during, and after a contingency?

A1.19.2.47.   Have essential contractor-provided supplies and services as defined in DoDI 3020.37 been identified?

A1.19.2.48.   Where contractors perform essential services (see DoDI 3020.37 and Chapter 17, paragraph 17.3.), have actions been taken to:

A1.19.2.48.1.   Assess on an annual basis the impact of unanticipated or premature loss of contractor support to mobilizing and deployed forces and address this assessment in relevant OPLANs?

A1.19.2.48.2.   Include provisions in OPLANs or other contingency plans to assume or supplement contractor supplied essential services during crisis situations with military, DoD civilian, and/or host nation resources?

A1.19.2.48.3.   Include provisions for evacuation of contractor dependents in non-combatant evacuation plans?